



MERCHANT TAYLORS'
School

Job description The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has some 960 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Placement Counsellor
Function	Support Staff
Reports to	Head of Counselling Services
Line management duties and responsibilities for	N/A
Summary of role	Provide 1-1 counselling to staff and students at the Senior School during term time
Main duties and responsibilities	Deliver 1-1 counselling service for up to 3 hours a week during term time Attend in house supervision Adhere to the BACP ethical framework Adhere to School Policies Complete relevant administrative paperwork Complete mandatory school training (e.g. safeguarding, fire & health and safety awareness)
Safeguarding responsibilities	It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to always adhere to and always ensure compliance with the School's Safeguarding Policy Statement. If while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the headmaster

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	Completed Diploma in Counselling (level 4 or above)		<ul style="list-style-type: none">• Applicant's certificates• Discussion at interview• Independent verification of qualifications
Experience	Some experience of counselling adults	Some experience of counselling young people	<ul style="list-style-type: none">• Application form• Interview• Professional references
Skills	Effective use of counselling skills Able to establish and maintain good working relationships Able to work with confidentiality and the limits of confidentiality Able to manage time boundaries Good communication skills		<ul style="list-style-type: none">• Application form• Interview• Professional references
Knowledge		Awareness of mental health issues faced by adolescents	<ul style="list-style-type: none">• Application form• Interview• Professional references
Personal competencies, qualities, attitude and behaviours	Ability to respond well to supervisory and line management recommendations Able to be self-reflective	In receipt of own personal therapy	<ul style="list-style-type: none">• Application form• Interview• Professional references

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General Conditions

Start date	To be agreed
Hours	Up to 3 hours of 1-1 Counselling and 1 hour for Group or 1-1 Supervision
Other benefits	Use of School leisure facilities. Lunch provided free of charge when the School Catering Department is open Free parking on site.
Closing date for applications	Monday 8th June 2026
Interviews to be held	Thursday 11th June 2026

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.