

JOB TITLE: SCHOOL COUNSELLOR

CHINTHURST SCHOOL INFORMATION FOR CANDIDATES

Role commences: September 2026





CHINTHURST SCHOOL

Rated EXCELLENT IN ALL AREAS by the Independent Schools Inspectorate in 2023.

Chinthurst was founded in 1908 and moved to its current site between the villages of Walton on the Hill and Tadworth, a few years later. Although it was originally for all-girls, the school has educated both boys and girls individually over the years and became fully coeducational in 2011. The school buildings are set around large central playing fields and facilities include playgrounds, an indoor heated swimming pool, a multi-purpose court for tennis and netball and impressive dedicated drama, art and science studios.

In February 2017, Chinthurst became a junior school of Reigate Grammar School (RGS), a multi award winning senior school, ranked best co-educational day school in the southeast by the Sunday Times 2024 Parent Power league tables. Chinthurst is part of the Independent Association of Prep Schools (IAPS) and has approximately 300 boys and girls aged from 2 ½ to 11 years old. Academic outcomes are excellent and typically 60 percent of children transfer to RGS for their senior schooling. The remaining children join other top independent and state schools, both locally and further afield.

The school provides a broad and exciting education preparing children for happy and fulfilled lives. From the beginning, children are nurtured in a warm and caring environment and close relationships are prioritised over everything else. This ensures each child feels happy and safe and has the resilience to learn from their mistakes – key ingredients of a successful education.

Central to the school's ethos is a comprehensive wellbeing programme, Wellbeing at Heart, designed to help the children understand how their bodies and minds work and give them the skills to navigate challenges. Chinthurst was a finalist for 2022 Independent School of the Year for Wellbeing in recognition of the success of this approach. Children leave the school as well-rounded individuals with an enthusiasm for life which is very much a reflection of the Chinthurst spirit.

Sport is an important part of life at Chinthurst, and school teams are extremely successful in a variety of sports. Boys and girls choose the sport they want to play and are not constrained by gender norms, and the school's competitive teams reflect this gender mix. The children love it, seeing themselves as equals on the pitch with no preconceived limitations.

Chinthurst was named 2022 Independent School of the Year for Sporting Achievement recognising this ground-breaking approach to gender and sport. A strong extracurricular programme provides additional sporting opportunities, as well as a broad range of other popular clubs including dance, drama, martial arts and craft. Every child is a member of one of four Houses, and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions. The school is well known for its music, drama and art provision.

The children gain outstanding marks in LAMDA drama exams and there is a strong peripatetic music programme. There are many opportunities to perform throughout the year at assemblies, musical showcases, and drama productions as well as in choirs and ensembles. Standards are always extremely high, and the children also enjoy performing in the community and at local festivals. A well-equipped art studio allows the children to explore their creative potential. The school were prize winners in an international art competition for a stunning installation that was created by over 100 of the children in the Upper School.



JOB DESCRIPTION

PURPOSE

To work with the members of the pastoral team at Chinthurst to provide a counselling service to the children within the school community. The service will provide for individual casework through a confidential appointments system.

DUTIES AND RESPONSIBILITIES

- To provide a counselling service for primary aged pupils
- To provide support and guidance to the pastoral team enabling them to better identify and support students with emotional health and well-being difficulties
- To establish effective liaison with the Head of Pastoral Care and Headteacher
- To advise the Head of Pastoral Care and Headteacher on any related issues as they occur
- To establish, maintain and monitor appropriate administrative systems with regard to student referral and to provide termly reports of the service and contribute to regular reviews keeping records/ notes in accordance with GDPR requirements
- To follow policies and procedures which govern the counselling service
- To take part in appropriate professional development
- To ensure that the BACPs Code of Ethics and Practice is adhered to
- To make use of external supervision on a regular basis in accordance with BACP guidelines.
- To take responsibility for health and safety, equal opportunities and data protection within the scope of the post
- Follow procedures for Child Protection and Safeguarding children
- Work systemically with both the family and school and outside agencies where necessary

PERSON SPECIFICATION

QUALIFICATIONS

- The successful applicant will have a Diploma in Counselling and must have experience of working with primary aged children post qualification
- BACP (Or equivalent) Accredited/Registered Counsellor

Recognised training/qualification in therapeutic work with children and young people (minimum Diploma level)

- The applicant must have, or be working towards, accreditation with BACP/UKCP or equivalent

KNOWLEDGE

Essential

- A thorough knowledge of Child Protection

Desirable

- Awareness of requirements of the Disability Discrimination Act, Data Protection Act and Freedom of Information Act as applied to the counselling role

EXPERIENCE

Essential

- Evidence of post qualifying supervised practice
- Experience of working with other agencies

Desirable

- Experience of counselling in an education environment
- Experience of working with children of both sexes aged 2.5-11 Years

SKILLS

Essential

- Excellent communication and listening skills
- Be committed to the concept of inclusive education and to have high expectations of all pupils
- Able to work well under pressure, exercise thoughtful judgement and display sensitivity
- Able to maintain confidentiality appropriate to the setting
- Very well organised and able to maintain appropriate records
- Confident in the use of ICT

PERSONAL ATTRIBUTES

Essential

- Caring and sensitive
- Patient and tolerant
- A mature and non-judgemental outlook



FURTHER INFORMATION

TERMS AND CONDITIONS

- This would be a zero hours contract with the flexibility to increase hours according to demand.
- The school will pay for the first six sessions of counselling for any child, with any subsequent sessions paid for by the parents of the child attending the counselling sessions.
- The sessions will be charged at a rate agreed between the school and the counsellor.
- Employees are entitled to join the School's Auto Enrolment Pension Scheme.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure & Barring Services and to complete an Online Pre-Placement Medical Questionnaire.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and

promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil

partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **9.00am on Monday 1 June 2026** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes
 Head of Human Resources
 Reigate Grammar School
 Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | chinthurstschool.co.uk



SCHOOL LOCATION AND DIRECTIONS

Chinthurst is situated between the villages of Tadworth and Walton on the Hill with easy access to the M25 and excellent train links to central London. Both villages are surrounded by green belt with Walton and Banstead Heaths, with their vast expanses of open space, close by. The market towns of Epsom and Reigate are five miles away and Box Hill, owned by the National Trust and part of the stunning Surrey Hills, is in close proximity to the school.

DIRECTIONS

Chinthurst School
 52 Tadworth Street
 Tadworth
 Surrey
 KT20 5QZ
 01737 812011

By Road

From the South:

Leave the M25 at Junction 8, follow signs for London A217. Carry on over 2 roundabouts and take the second exit on the third (5 ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right hand side.

From the North:

Heading South on the A217, take the fourth exit on the 5 ways roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right hand side.

By Rail

Chinthurst School is a short walk from Tadworth train station.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

