



# Tormead

SCHOOL



## Candidate Brief

# School Counsellor

PART-TIME, 2 DAYS PER WEEK (NEGOTIABLE)

REQUIRED FOR SEPTEMBER 2026

Located across two sites in central Guildford, Surrey, the Tormead family is a leading group of schools that includes Tormead Prep (girls aged 4-11), Tormead Senior & Sixth Form (girls aged 11-18) and Rydes Hill Pre-Prep and Nursery School (children aged 2-7). Rydes Hill joined the Tormead family in 2025, with plans to gradually become fully co-educational through to Year 6 by 2030. Tormead has long enjoyed a reputation for providing an excellent education and exceptional pastoral care for girls and we are excited to be able to offer the same outstanding education at our Rydes Hill campus to families looking for co-educational preparatory schooling in the Guildford and wider Surrey area.

Pupils across all three schools benefit from access to the outstanding facilities at Tormead such as a sprung-floor gymnasium, multi-purpose Sports Hall, auditorium and lecture theatre, as well as the newly developed Urnfield Sports Ground (opened September 2025) which boasts state-of-the-art facilities for hockey, cricket, football and athletics. A shuttle bus operates between the Tormead and Rydes Hill campuses to support families with siblings across all three schools and sibling fee discounts are available.

**Tormead** is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

## Leadership

The Head leads the whole school with the support of a leadership team. The Executive Group (EG) consists of the Head, Head of Prep School, Director of Finance and Operations, Deputy Head (External Relations), Deputy Head (Academic), Deputy Head (Partnerships) and Deputy Head (Pastoral). The Senior Management Team includes the EG, Designated Safeguarding Lead, Assistant Head (Director of Studies), Deputy Head Prep, Head of HR, SENCo, and Head of Pre-Prep and Nursery (Rydes Hill).

## School Structure

The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 90 girls in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the girls start to make subject choices. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



## Curriculum

The School offers an academic curriculum to meet the needs of its selective intake. The School has embedded the High Performance Learning programme over the last 18 months into every aspect of school life across all age groups. The two-week timetable includes several Independent Study periods for all girls in the Senior and most in the Prep Schools, and individual investigation and enquiry is promoted throughout the whole age range.

The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the girls get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most girls take 10 GCSEs and there is a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Beacon Programme offers a structured co-curricular programme of enrichment activities that runs challenges for girls around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every girl, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

## Pastoral

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves a number of much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the girls with Form Tutors and Heads of Year, overseen by the Deputy Head (Pastoral), as well as pupil mentors, trained health care and pupil support staff and a school counsellor.



## Extra-Curricular

An exciting and varied extra-curricular programme operates for everyone, from Cheerleading Club to Feminist Society. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at national level. Tormead is probably the top school in the country for gymnastics.

The standard of performance music is high, with a number of orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the girls' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



## The Site

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the girls with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The School also benefits from state-of-the-art science laboratories refurbished in 2022 and a Wellbeing Centre. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

Our new Sixth Form Centre, opened in September 2022, includes a new common room and café, lecture and teaching spaces, dedicated study, collaboration and social spaces, all designed to bridge the gap between secondary education and university.

The School's sports facilities on-site include a sports hall, gymnasium, fitness suite, and outdoor netball and tennis courts. In September 2025, we officially opened our new Urnfield Sports Ground, developed in collaboration with Guildford County School, which provides state-of-the-art facilities for hockey, cricket, football and athletics.

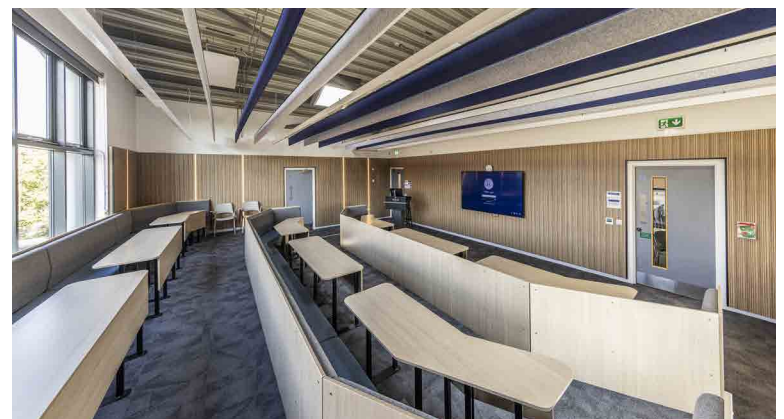
## Partnerships

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.



## School Counsellor

We are looking for an experienced and well-qualified Counsellor to join our outstanding pastoral team and play a meaningful part in supporting the wellbeing of our pupils. This is a rewarding opportunity to provide high-quality counselling support while contributing to a wider culture of care, resilience and personal development within a warm, inclusive and ambitious school community.

The successful candidate will provide confidential one-to-one counselling for pupils and work closely with the Designated Safeguarding Lead, pastoral leaders, School Nurses and external agencies where appropriate. You will bring a recognised counselling or psychotherapy qualification, membership of a relevant professional body such as BACP or UKCP, and experience of working therapeutically with children and young people. Above all, you will be a thoughtful, compassionate and confident practitioner, with strong safeguarding awareness and the ability to handle sensitive situations with professionalism, empathy and care. Experience in a school or education setting, leading small-group work, or delivering mental health training would be an advantage.

This is an exciting opportunity to join a school where pastoral care and wellbeing are central to our ethos. You will be part of a collaborative, values-led community in which relationships matter and every girl is known and supported as an individual. For the right person, this role offers the chance to make a visible difference, work alongside dedicated colleagues, and help shape and strengthen wellbeing provision across the school.

This is a part-time, term-time only position for two days per week (negotiable), starting in September 2026. We offer a competitive salary, a supportive working environment, professional development opportunities, free lunch and refreshments during term time, and free use of the school gym.

For more information or to arrange a visit to the School, please contact the HR Team at **recruitment@tormeadschool.org.uk**. To apply for the role, please visit our website.

The closing date for applications is **Monday 8 June 2026 at 9.00am**. Interviews to be held on **15 and 16 June 2026**. However, applications will be reviewed as they are received, and the school reserves the right to appoint before the closing date if a suitable candidate is identified.

### Tormead Values

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

## Job Summary

The counselling service at Tormead is an integral part of the Wellbeing Centre and aims to provide an independent and confidential service to students and staff through individual sessions, responding to their personal, social, emotional, or educational concerns. The counselling team also support the promotion of mental health and wellbeing in the school through the delivery of mental health talks and training, small-group work and self-care activities.

Working closely with the Deputy Head (Pastoral) and the wider pastoral team, the postholder will provide high-quality therapeutic support, contribute to whole-school mental health and wellbeing initiatives, and promote a positive, caring, and inclusive culture.

## Main Responsibilities

### Counselling and Pastoral Care

- Provide confidential, ethical counselling to pupils.
- Provide confidential, ethical counselling to staff, as required.
- Assess and manage escalating safeguarding concerns in line with School policy and national guidance.
- Work collaboratively with the Designated Safeguarding Lead (DSL) and Deputy DSLs, and pastoral colleagues to ensure coordinated and effective care.
- Manage a varied caseload effectively, prioritising pupils with higher levels of need and ensuring timely support, onward referral or escalation to external services where appropriate.
- Provide regular updates to the Deputy Head (Pastoral) and the DSL on service usage, including numbers of pupils accessing counselling and an anonymised overview of presenting themes.
- Undertake ongoing monitoring and evaluation of clinical practice and recommend or implement improvements where appropriate.
- Participate in regular clinical supervision in line with professional standards.

### Wellbeing

- Support the work undertaken in the Wellbeing Centre.
- Build strong, trusting relationships and act as an advocate for pupils' emotional and psychological wellbeing
- Promote positive mental health and wellbeing across the school through workshops, assemblies and targeted interventions.
- Contribute to the PSHE programme in school as required.
- Contribute to the development of wellbeing policies, pastoral strategy and whole-school initiatives.
- Offer guidance and training to staff on emerging issues affecting young people.

### Continuing Professional Development (CPD)

- Uphold the School's safeguarding responsibilities and adhere to recognised professional ethical frameworks.
- Demonstrate personal integrity, emotional resilience and a commitment to ongoing professional development.
- Engage in regular CPD to ensure practice remains current, evidence-based and aligned with emerging best practice and trends in youth mental health.
- Engage actively in the performance review process.

### General

- Attend relevant school events and activities where appropriate, supporting the visibility and accessibility of the Counselling Service.
- Ensure confidentiality is maintained at all times.
- Participate in staff meetings, INSETs and additional School functions as required.

- Actively promote and model good practice in equality, diversity, and inclusion, and support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead School.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection, and health and safety.

This job description is not intended to be exhaustive and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

## Key Relationships

### Internal

Deputy Head (Pastoral), Designated Safeguarding Lead, Health Care Lead, pastoral colleagues, students.

### External

BACP accredited supervisor, network of school counsellors and other mental health professionals and providers.

## Person Specification

### Essential Criteria

#### Qualifications and Training

- Recognised Counselling or Psychotherapy qualification and membership with a professional body (e.g. BACP, UKCP).
- Degree in relevant field of practice.
- Evidence of continuing and relevant professional development.

#### Experience

- Experience of working therapeutically with children or young people.

### Knowledge and Understanding

- Clear understanding of safeguarding responsibilities.
- Sound knowledge and understanding of data protection and a commitment to maintaining confidentiality.
- Knowledge and understanding of and a commitment to equal opportunities and health and safety.

### Skills and Abilities

- Strong interpersonal skills, emotional robustness and the ability to manage sensitive situations.
- Ability to work independently and as part of a multidisciplinary team.
- Ability to work without direct supervision.

### Desirable Criteria

#### Qualifications and Training

- Training in relevant therapeutic approaches (e.g. CBT, trauma-informed practice).

#### Experience

- Experience within an education setting.
- Experience in delivering mental health training to young people and adults.
- Experience of small group-work.

### Knowledge and Understanding

- An understanding of the independent school sector.

### Skills and Abilities

- Inquisitive, collaborative and thorough.

## Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties,

the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.

**This is a fantastic opportunity to join Tormead and have a significant impact on the School's future, growth and success as it continues to evolve.**





## Benefits

We offer a friendly and inclusive working environment. Our benefits package includes a competitive salary, a contributory pension scheme, professional development opportunities, free lunch and refreshments when school is in session, and use of on-site sports facilities.

## Applications

For more information or to arrange a visit to the School, please contact the HR Team at [recruitment@tormeadschool.org.uk](mailto:recruitment@tormeadschool.org.uk). To apply for the role, please visit our website.

## Deadline for applications

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Tormead School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check. We conduct online searches for all shortlisted candidates as part of our due diligence checks.