School Counselling Service
Invitation for Expressions of Interest

2 Days per Week (Term Time Only)
Location: Gildredge House School, Eastbourne
Contract Type: Service Level Agreement / Consultancy Contract

About Us
Gildredge House School is a thriving all-through school serving children and young people aged 4-16. We are committed to promoting positive wellbeing, mental health and emotional resilience, ensuring that all students feel safe, supported and able to achieve their full potential.
We are seeking expressions of interest from suitably qualified and experienced counselling professionals or counselling organisations to provide a school-based counselling service for two days per week.
The successful provider will play a key role within our safeguarding and pastoral systems, supporting students who may be experiencing emotional, social or mental health difficulties.

Scope of the Service
The counselling service will be expected to:
- Deliver one-to-one counselling sessions for students aged 4-16.
- Provide age-appropriate therapeutic support.
- Work collaboratively with safeguarding, pastoral and SEND teams.
- Maintain confidential and professional records.
- Participate in safeguarding processes where necessary.
- Provide anonymised termly reports outlining engagement and emerging themes.
- Contribute to student wellbeing and resilience.
- Support early intervention and preventative approaches to mental health.

Essential Requirements
Applicants must demonstrate:
- Relevant counselling qualification (minimum Level 4 Diploma in Counselling or equivalent).
- Membership of a recognised professional body (e.g. BACP, UKCP, NCPS).
- Appropriate professional indemnity and public liability insurance.
- Experience working with children and young people.
- Understanding of safeguarding responsibilities in schools.
- Enhanced DBS clearance with children's barred list check.
- Regular clinical supervision arrangements.

Desirable:
- Experience in primary and secondary school settings.
- Knowledge of SEND and neurodiversity.
- Experience supporting trauma, anxiety and emotional regulation.

Expression of Interest Submission
Interested providers should submit:
1. Organisation / counsellor profile.
2. Relevant qualifications and accreditations.
3. Experience working in educational settings.
4. Proposed model of service delivery.
5. Daily or annual cost proposal.
6. Confirmation of insurance cover.
7. Details of safeguarding training.

8. Two professional references.

Submission Deadline: 27 November 2026
Expression of interest should be sent to: HR@gildredgehouse.org.uk

Proposed Terms and Conditions
Contract Duration
- Initial contract period of 12 months.
- Subject to annual review and possible extension by mutual agreement.

Service Delivery
- Counselling service to be delivered on-site for two agreed days per week during term time.
- School to provide suitable confidential accommodation.
- Provider responsible for delivering agreed counselling provision.

Safeguarding
The provider must:
- Adhere to statutory safeguarding guidance.
- Follow the school's Child Protection and Safeguarding Policy.
- Immediately report any safeguarding concerns to the Designated Safeguarding Lead (DSL) or deputy DSL.
- Complete safeguarding induction prior to commencement.

Confidentiality
- Counselling records remain the responsibility of the provider.
- Information will only be shared where there are safeguarding concerns, legal requirements, or where consent has been obtained.
- All information management must comply with UK GDPR and Data Protection Act requirements.

Attendance and Reporting
The provider will:
- Maintain accurate attendance records.
- Notify the school of any cancellations as soon as possible.
- Provide termly anonymised reports detailing:
    - Number of referrals.
    - Number of sessions delivered.
    - Emerging themes and trends.
    - Recommendations for service development.

Insurance
The provider must maintain:
- Professional Indemnity Insurance (minimum £1 million).
- Public Liability Insurance (minimum £5 million).

Evidence must be provided prior to contract commencement.

DBS Requirements
All staff delivering services on site must hold a current Enhanced DBS Certificate with children's barred list checks.

Clinical Supervision
The provider must engage in regular professional supervision and provide confirmation upon request.

Quality Assurance
The school reserves the right to:

- Review service quality and impact.
- Request evidence of qualifications, registrations and insurance.
- Terminate the agreement where safeguarding, quality or professional standards are not met.

Evaluation Criteria
Expressions of interest will be assessed against:

- Relevant experience and expertise.
- Evidence of impact in school settings.
- Safeguarding understanding.
- Value for money.
- Ability to work effectively with children aged 4-16.
- Quality assurance arrangements.

We welcome applications from individual practitioners, charities and counselling organisations with experience of delivering high-quality therapeutic support in educational settings.