

Position Description

Student Counsellor



WHO ARE WE

We are a team of committed educators and support personnel who fundamentally believe that students learn best when they feel safe, respected, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about themselves and the impact they can make in the world they live in.

VISION

Together, creating an authentic learning community where students and staff flourish with Christ at the helm.

MISSION

To provide quality Christian Education, strong foundations for life and learning.

FOUNDATIONS FOR LIFE AND LEARNING

Life

- Faith – We seek God with all our heart
- Compassion – We rise by lifting others
- Integrity – We do what is right not what is easy
- Courage – We stretch ourselves beyond what is comfortable

Learning

- Question – We learn to question so we can question to learn
- Create – We are created to create
- Improve – We improve by failing forward
- Communicate – We seek to understand to be understood

ROLE DESCRIPTION

The College Counsellor will provide care and support for the emotional, social and mental wellbeing of students through appropriate identification, counselling, development of individual and group programs and referral to outside organisations. They will work in collaboration with the parents, caregivers, key staff members and College leaders, applying the highest standards of professional conduct, confidentiality, and provision of care.

The College Counsellor supports the provision of a child-safe environment, taking on the role of a Child Protection Safety Officer as part of their duties. They are expected to be familiar with, and comply with, the College's Child Protection Policy, Code of Conduct, Mission, Vision and any other policies or procedures relating to Child Safety.

The College Counsellor must hold appropriate professional qualifications and maintain membership of a relevant professional body. They are expected to have a strong understanding of Child and adolescent mental health.

ACCOUNTABILITY

The College Counsellor will be directly accountable to the Principal. They will work in close collaboration with the Secondary Well-Being Team under the chair of the Deputy Principal.

KEY INTERNAL RELATIONSHIPS

- Primary and Secondary Learning Community Staff
- Year Level Coordinators
- ILC Coordinator
- Students
- Parents/Carers
- Chaplains Students

KEY EXTERNAL RELATIONSHIPS

- State government child-safety bodies
- Professional counselling agencies, organisations, associations, and networks

QUALIFICATIONS

- Working with children blue card or the ability to obtain one prior to commencing
- Relevant counselling qualifications for the position
- Registration with or the ability to be registered with an aligned Counselling Association

FAITH-BASED ATTRIBUTES

- Committed Christian with current church involvement
- Ascribes to the Statement of Faith and College values
- A high standard of personal conduct and an outworking of spiritual fruit

KNOWLEDGE

- Knowledge of QCAA and Australian Curriculum requirements, including the new relevant Senior Curriculum, Assessment and Tertiary Entrance process
- Understanding of pedagogy, curriculum, assessment, and reporting development
- Knowledge and interest in contemporary quality educational practices and trends
- Sound literacy and numeracy competencies

SKILLS

- Critical and Creative Thinking
- Technological proficiency
- Verbal and written communication
- Organisation and initiative
- Time management
- Attention to detail and accuracy
- Data-informed decision-making

PERSONAL CHARACTERISTICS

- Self-motivated and resilient
- Innovative and passionate about education
- Professional, positive, and friendly manner
- Ability and desire to learn and develop professionally, personally, and spiritually
- Integrity and trust
- Teamwork and reliability

PHYSICAL REQUIREMENTS

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 6 metres.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 10 kg of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires frequent standing, walking, sitting, bending, and reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office and classroom equipment, and move about the work area.
- Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, moderate noise levels, and various work-related hazards

PSYCHOLOGICAL REQUIREMENTS

- Handle stressful situations calmly and effectively
- Anger management and conflict resolution
- High level of emotional resilience
- Demonstrate strong social skills and relatability.

KEY ACCOUNTABILITIES

Counselling

- Provide effective one to one or small group counselling for students within the framework of the Christian ethos of the College in a timely manner.
- Develop an effective referral system for the continued counselling of students by agencies outside the college
- Advocate for students in identified situations
- Maintain effective communication with staff, College Leadership and parents/caregivers to provide appropriate feedback.
- Provide family counselling referral to outside agencies
- Support and advice on pro-active programs to address issues common to a particular group of students.

Collaboration and Compliance

- Develop collaborative relationships with staff, parents/caregivers and the wider community to ensure best practice in student pastoral support
- Attend fortnightly Secondary Wellbeing Team meetings, working collaboratively with other members.

- Meet family members to assist in the support of the child
- Report specific incidences; trends and issues to the Principal, especially where compliance with the College Child Protection Policy is required
- Assume duties in the role of a Child Protection Officer and a member of the Critical Incident Management Team

Administration (record keeping, relationships, resources, WHS)

- Keep thorough records of all counselling sessions ensuring official legal retrieval of records is accessible if necessary
- Make available to students and families, resources to assist with student well-being
- Ensure appropriate confidentiality and suitable management of sensitive data
- Develop a working knowledge of current, relevant legislation and legal requirements
- Perform any other reasonable duties as directed by the Principal or the Heads of Schools

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the College.