



**MOUNT ST. JOSEPH  
GIRLS' COLLEGE**  
Virtue Courage

# College Counsellor Role Description

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## **Classification:**

The College Counsellor is employed under the same expectations, conditions and remuneration as an Education Support Officer Level 3, Category C (*Catholic Education Multi-Enterprise Agreement 2022*).

## **Hours of Work:**

Monday to Friday, 8:30am-4:30pm.

This is a full time, ongoing role.

## Position Description

Mount St. Joseph Girls' College is a proud Josephite community inspired in our Catholic mission by the lives of Jesus, and of Saint Mary of the Cross MacKillop and Julian Tenison Woods as the founders of the Sisters of St Joseph. We live as a learning and faith community according to the values we find in the lives of these co-founders and that of Jesus Christ.

The correlation between the wellbeing of a student and their success as an engaged learner who experiences successful learning outcomes in their education has been well documented in many studies. The partnership between Wellbeing and Learning is pivotal in the holistic care of each student. The College Counsellor supports the three-way partnership between staff, students and families and oversees the wellbeing and learning dimensions of students across the school.

The College Counsellor is a member of a multidisciplinary team. The Counselling area provides services based on a continuum of care model. In particular, the Counsellor will work with teachers and parents to encourage and assist students who have experienced social, emotional, physical, personal best and learning difficulties, to participate as fully as possible in all aspects of school life and achieve their potential, and will provide high quality supervision and consultation with students and families.

The College Counsellor is appointed by the Principal and is accountable to the Student Services Manager and Deputy Principal Student Wellbeing. The focus of this position is to work with the College's Wellbeing Team to promote positive student wellbeing that harnesses improved student learning outcomes. The College Counsellor has responsibility to support engagement, wellbeing and social inclusion.

The College Counsellor reports directly to the Principal.

## Prerequisites

### **Commitment to Child Safety**

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check

### **Education and Experience**

- Hold the required qualifications and maintains registration with the Australian Health Practitioner Regulation Agency or is an accredited member
- Demonstrated ability in counselling which reflects current therapeutic practices in working with young people and their families, who may come from a variety of backgrounds
- Demonstrated experience in the development and implementation of programs, policies and procedures for students and the school community
- Strong organisational skills with an ability to prioritise and prepare timely and accurate output

- Strong negotiation skills in balancing the needs of stakeholders
- Experience in an educational setting is preferable along with a demonstrated understanding of the implications of being a College Counsellor in a Catholic school

## Responsibilities

### Key Duties

In partnership with the Student Services Manager, Director of Student Wellbeing, Wellbeing Leaders, Director of Learning Diversity, and Deputy Principal Student Wellbeing, the College Counsellor will:

- Provide advocacy and support for students and families
- Liaise with external community service providers or Allied Health professionals
- Case Manage at risk students
- Deliver Professional Development for Teachers, Wellbeing staff and LSO's
- Promote and facilitate Parent Engagement opportunities
- Appropriately triage students who may need counselling or external support
- Work with support groups
- Respond to Emergency Management and Critical Incidents
- Undertake individual and peer supervision

### Services

- Provide a high quality counselling service and undertake individual and group support where appropriate with students, staff and families of Mount St. Joseph Girls' College
- Contribute, on an individual or collaborative basis, to the planning and provision of workshops and programs for staff, students and parents to support understanding of essential and/or current issues
- Support staff in the process of identifying and responding to students at risk
- Assist in the development and application of effective procedures for critical incident management within the College
- Contribute to appropriate teacher, student and parent workshops and support in relation to issues such as transition, mediation, conflict management, etc.
- Participate in the development and implementation of relevant school policies, procedures and programs with a focus on enhancing the wellbeing of students and the school community.
- Attend and support College activities such as Open Day, information nights, camps, and staff conferences, as required. From time to time, these may occur outside normal working hours.
- Undertake appropriate and timely assessments of students as required.

### Assessment

- School Counsellors use assessment to learn about the strengths and functioning of a student within school, home and community environments. Assessment methods may include student, parent and staff interviews; observations across home, school and community environments; review of records; administration of questionnaires and rating scales; psychometric and sociometric techniques
- Assessment is a systematic process of gathering information that can be used to guide a school counsellor in deciding on interventions, providing consultation to school staff and parents and assisting in the identification and planning for students.
- The counsellor needs to conduct broad psychosocial assessments and continually assess the needs and risks of every student who is registered with the Counselling service.

### Administration

- Contribute to the effective operation of the Wellness Centre
- Maintain client and statistical records and periodical summary statistical reports for the College Stewardship and Wellbeing Teams

### Consultation/Liaison

- Meet on a regular basis with the Student Services Manager to review all cases and ensure the effectiveness of the wellbeing services being provided
- Meet with the College Wellbeing Team to share case management and referrals information
- When required, attend Student Wellbeing Team Meetings, Staff Meetings, and Briefings

- Maintain effective communication with referring teachers and other relevant College leaders and staff in order to provide appropriate and regular feedback (within the bounds of confidentiality)
- Liaise with external support agencies providing specialist support for students
- Establish and maintain links with relevant community support agencies, allied professionals and school networks with a view to optimising services available for students at risk that focus on primary prevention, early intervention and continuity of care

### **Professional Development**

- Engage in appropriate and regular supervision (supplied by the College)
- Engage in ongoing professional development to enable provision of a high standard of service delivery to members of the College community
- Provide information to staff regarding community services available to students and their families
- In consultation with the Deputy Principals and Directors, develop and implement a range of professional learning programs for school staff and whole school approaches that focus on student and staff wellbeing and resilience
- Act as a consultant to teachers and families on matters relating to student wellbeing and development

Undertake related duties as requested by the Principal who may vary the above duties.

### **Appraisal/Review Conditions**

- The College Counsellor is required to undertake formative appraisal processes from time to time, as indicated by the Principal
- The College Counsellor will undertake a summative appraisal process at an appropriate time during the contract period, as indicated by the Principal

### **Required Attributes and Skills**

The successful candidate will be able to demonstrate the following:

- Evidence of well-developed interpersonal, written and oral communication skills appropriate to a range of contexts
- Demonstrated ability to establish and maintain effective consultative and working relationships with people from diverse professional, cultural and linguistic backgrounds that enhance the provision of effective services for students at risk
- Proven ability to work effectively as a team member, as well as independently, with demonstrated high-level organisational and time management skills
- Well-developed interpersonal and verbal communication skills and an ability to communicate effectively with staff, parents, visitors, and external providers
- Flexibility, initiative and willingness to work as part of a team
- Highly developed ICT skills and experience in systems' development
- Proven ability to recognise the need to refer cases onto suitable external professional agencies when appropriate
- A commitment to Catholic Education
  - A demonstrated understanding of the ethos of a Catholic school and its mission
  - Demonstrated understanding and acceptance of the Mount St. Joseph Girls' College Vision and Mission Statement and the values that underpin it
  - Willingness to support the College's philosophy, mission and goals