



## **Key Responsibilities**

The College Counsellor will:

- Facilitate and provide effective, high quality counselling support to meet the needs of students and families
- Support and work with College Leadership when dealing with identified students
- Comply with Child Safe protocols and provide appropriate school-based and external support
- Act as a resource for teaching staff to develop strategies to support the wellbeing of students and assist in the provision of sourcing resources and information as required
- Be available for parents to discuss family issues that are affecting family relationships
- Provide feedback, where appropriate, to staff relating to students in their care whilst keeping College Leadership always informed
- Refer students and/or families to specialist assistance when required, liaise with the agencies involved and provide necessary feedback to College Leadership
- Where appropriate, notify parents of issues of safety regarding their child
- Act in a counselling and advocacy role to students in all Year Levels at the College
- Act as a resource person to staff in classroom management, ie. provide strategies to assist staff to cope with students experiencing difficulties
- Maintain confidentiality as required but to be cognisant of the College's legal and moral duty of care
- Collaborate with the Assistant Head of Campus – Curriculum and Wellbeing to establish a connection with students 'at risk', keeping the Principal and College Leadership always informed
- Assist in the development of Pastoral Care programs within the College and similar initiatives within the College as required
- Develop and organise other Pastoral Care initiatives/programs within the College, such as the Seasons for Growth program, Anger Management initiatives, Student Wellbeing, etc.
- Conduct small group and class sessions, where appropriate and in collaboration with the Assistant Head of Campus – Curriculum and Wellbeing, including as to grief and loss, anger management, social skills and other needs
- Meet regularly with the Assistant Head of Campus – Curriculum and Wellbeing and House Directors – Pastoral Care to discuss all issues relevant to students' wellbeing and pastoral care
- Adhere to correct student referral procedure
- Maintain clear accurate case notes and files on all counselling interventions, storing case notes securely to ensure confidentiality and in line with current 'best practice'
- Prepare letters and reports as requested by College Leadership, families, mental health practitioners and Government and community agencies
- Create and maintain effective working relationships with external agencies
- Maintain appropriate, continuous professional knowledge by attending professional development and actively participating in relevant network/professional groups

## **Person Specification**

- A commitment to support the Catholic and Salesian ethos of the College
- Demonstrated specialised comprehensive experience and high-level professional skills providing effective and empowering counselling to students and others, including children with special needs.
- Comprehensive knowledge of current Child Protection requirements and associated legislation and demonstrated application of same.

- Demonstrated accountability for a broad range of personal and team service outcomes with responsibility for the overall planning and delivery of work and associated outcomes for the counselling function, of significant scale or complexity, within the school community.
- Experience in undertaking research and investigation and proven ability to develop policy and practice directions in area of expertise for use by other school staff.
- Demonstrated ability to determine priorities and practices for the delivery of an effective counselling service, exercising significant and independent professional judgement based on extensive experience and an advanced level of expertise to achieve required outcomes.
- Excellent interpersonal and communication skills and proven ability to quickly develop a strong positive rapport with students, staff, and other school community members.
- Exceptional organisational and time management skills along with an ability to manage and maintain accurate records and files, effectively prioritise tasks, be proactive and meet required timelines.
- Able to work self-directed and without guidance and exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise across a range of areas associated with the role.
- Demonstrated leadership skills and experience with ability to positively influence and support school leaders, team members and other staff and inform the development of policy and strategies of significance to enhance and achieve school priorities.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to lead and deal effectively with unexpected situations and/or emergencies.
- An active demonstrated commitment to ongoing professional learning and development.

#### Role Requirements

- Possess formal University qualification in Counselling (or equivalent) and demonstrated knowledge and experience in a comparable role
- Maintain appropriate, professional membership with a recognised Australian Counselling Association, ensuring membership is renewed annually and requirements outlined by the chosen association are met each year
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

#### Essential Requirements

The College Counsellor must have skills and experience in:

- counselling and case management
- conflict resolution, problem solving and leadership

- management of critical incidents involving the welfare of students

The College Counsellor must have knowledge of:

- latest counselling best practice
- up-to-date knowledge of relevant issues affecting adolescents
- suitable support services and social agencies for adolescents in need
- social justice principles and practices
- legal obligations and confidentiality requirements

**Desirable**

- Experience working as a Counsellor within a school setting

**Performance Review**

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.