



# ESO | Student Counsellor

## Position Information Document

### Student Counsellor

Grade	ESO Grade 5 (Other Professionals Stream)
Engagement	Permanent Part-time 37.5 hours per week   41 weeks per year (39 academic weeks plus Week 0 of Term 1 and Week 9 of Term 4)
Responsible to	The Principal via the Director of Wellbeing

### Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

### Role Purpose

The Student Counsellor applies professional knowledge and approaches to identify and address student mental health, social, emotional, behavioural and wellbeing concerns to promote student safety, belonging, connection, agency and wellbeing and to facilitate successful learning.

Reporting to the Director of Wellbeing and working alongside two College Psychologists as a member of the Mercedes College wellbeing team, the Student Counsellor will closely collaborate both within the team and with the Learning Enrichment Team, key pastoral staff, families, students, and external professionals to deliver high quality, effective, confidential counselling support and wellbeing interventions for students R-12, fostering student learning, engagement and wellbeing.

### Key Working Relationships

- Director of Wellbeing
- College Psychologists
- Heads of School
- Year Level Leaders
- Learning Enrichment team, including Learning Enrichment Teachers and Education Support Officers (ESOs)
- Parents/Caregivers/Guardians
- External providers, including external counselling, mental health, allied health and other service agencies



## Key responsibilities

The Student Counsellor will undertake the following key responsibilities:

### Student Case Management

- Assess the needs of students and families by gathering relevant background information from a range of sources, to plan for the delivery of focussed intervention
- Identify key issues of concern and consult with parents/caregivers/guardians to seek informed consent for counselling
- Act in a counselling and advocacy role, setting counselling goals and conducting brief intervention to address identified needs
- Provide counselling to students to resolve individual, peer group, social and emotional concerns, liaising within parents/caregivers to notify them of any concerns, gather and share information
- Monitor trends, patterns and areas of concern that may become apparent within the College/families and community
- Contribute to the development of a process that effectively manages student bookings to the wellbeing service, including planned and ad-hoc bookings and an appropriate balance between student contact and associated administrative work
- Maintain accurate, secure and professional counselling case notes and other relevant documentation, collating and analysing other available data to inform counselling goals and interventions.
- Liaise with key internal and external stakeholders, including health care professionals and external agencies relevant to the students need

### Support wellbeing and educational outcomes

- Work with relevant staff to research, develop, implement, review and evaluate evidence-based wellbeing programmes and initiatives
- Report each term (or as requested by the Director of Wellbeing, the Principal or Deputy Principal) on trends pertaining to student wellbeing and utilise this information in support of developing evidence-based wellbeing programmes and initiatives
- Provide advice to key internal stakeholders regarding pastoral care and wellbeing curriculum services
- Contribute to the development of programmes for staff development in the areas of pastoral care, wellbeing and professional practice
- Act as a resource for teaching staff, parents/caregivers and guardians to provide information about physical, social and emotional matters affecting students, the College and their families
- Ensure continuous and proactive development of knowledge relating to wellbeing programs, taking an active role in professional associations related to student counselling and wellbeing and in professional supervision as required for the maintenance of registration standards

### Collaborate as a member of a multidisciplinary team

- Lead the College to a common understanding of methodology and best practice in the provision of Counselling
- Research and develop appropriate policies and processes in the delivery of counselling services across the College
- Report each term (or as requested by the Director of Wellbeing, the Principal or Deputy Principal) on key data that provides insight into the College's wellbeing service, including reasons for referral to the wellbeing department, average weekly student appointment numbers, duration of student referral etc.
- Participate in Wellbeing Team meetings to triage student consultation requests.
- Refer emerging complexities to the College Psychologists
- Participate in pastoral care meetings to identify emerging student concerns and plan collaboratively and proactively to address these concerns.

- Contribute to student orientation and transition programmes, particularly with key transition years
- Advise teaching staff on required student adjustments and accommodations within an inclusive education framework
- Adopt a Restorative Practices approach to conflict identification and resolution
- Work collaboratively with the Learning Enrichment Team to support student wellbeing
- Maintain appropriate knowledge of available external services, agencies and professional bodies to engage in appropriate referral outside the College.

### Child Protection

- Demonstrate knowledge of and experience with making child abuse (CARL) reports
- Support staff to make CARL reports
- Provide support to students and families
- Facilitate family access to external avenues of support.

### Person specification

The Student Counsellor will demonstrate:

- Capacity to quickly build rapport and develop strong, positive relationships with both students and internal/external stakeholders
- Strong intercultural awareness
- High degree of integrity and confidentiality, and a capacity to act with sensitivity and discretion
- Ability to exercise substantial autonomy in decision-making using a wide range of highly specialised technical, creative or conceptual skills to achieve required outcomes
- Excellent organisational and time management skills, along with an ability to effectively prioritise tasks, be proactive and meet required timelines
- Ability to work without guidance and effectively self-manage to initiate, analyse, design, plan, execute, evaluate and implement strategies and solutions across a range of areas associated with the role.
- Ability to generate and evaluate complex ideas through the analysis of information and implement positive and supportive procedures and practices and be a good role model for students.
- Ability to lead and effectively manage unexpected situations and/or emergencies.
- Self-motivated, resilient, and able to work productively and flexibly in a complex environment as an effective and positive team member.
- Commitment to engage in ongoing professional development
- Knowledge of current Child Protection requirements and legislation
- Willingness to uphold and contribute to the culture and ethos of our Catholic College
- Willingness to adhere to relevant Workplace Health and Safety obligations, as outlined in Appendix A.

### Qualifications and experience

The Student Counsellor will have experience, qualifications and expertise as follows:

- Relevant tertiary qualification in Counselling, Mental Health, Psychology, Youth Work or Social Work, or demonstrated equivalent competencies identified in relevant certifications
- Registration, or eligibility for registration with a professional organisation e.g., Psychotherapy and Counselling Federation of Australia (PACFA), Australian Counselling Association (ACA) Australian Association of Social Workers (AASW), the Association of Psychologists and Counsellors in Schools (APACS) and/or current registration as a Psychologist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Demonstrable experience working in an education setting or agency working with children, adolescents and families.



- Specialised professional knowledge with depth in providing effective counselling support to children and adolescents, including working with children with additional needs.
- Demonstrated experience undertaking extensive research and investigation to inform the development of significant policies and strategies
- Experience developing and implementing evidence-based wellbeing interventions in both individual and group-based settings.
- Demonstrable experience collaborating as a member of a multi-disciplinary team
- Current Working With Children Check (WWCC) in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS)
- HLTAID Provide First Aid in an Education and Care Setting Certificate
- Responding to Risks of Harm, Abuse and Neglect in an Education and Care setting (RRHAN-EC) certificate
- Demonstrated advanced ICT skills, knowledge, and experience, with particular expertise in the Microsoft Office suite and Student Information systems e.g., SEQTA.

### Conditions of Employment

Salary: In accordance with the 2020 Enterprise Agreement, in force or as varied or replaced from time to time.

Other: Out of school hours work may be required from time to time.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

### Approval of Position Description

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Principal or Delegate) \_\_\_\_\_ date:     /     /2024

Signed (Employee)                   \_\_\_\_\_ date     /     /2024



## **APPENDIX A - Workplace Health Safety & Welfare**

### **Commitment**

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### **Plans and Budgets**

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### **Performance and Training**

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### **Risk Management and Hazard Control**

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### **Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### **Consultation**

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### **Monitoring**

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.