



# Position Description

## Student Counsellor

STATEMENT OF DUTIES	
<p><b>Position Objective</b></p>	<p>To provide a child and adolescent counselling wellbeing service at the College and to utilise counselling expertise in education to support and build the capacity of the school community toward the same goals.</p> <p>The Student Counsellor works as part of a team, including a Lead Educational Psychologist and Educational Psychologist, consulting with the Principal, Deputy Principal – Pastoral Care, Heads of House, Tutors and classroom teachers in the management of social, emotional and educational difficulties of students and staff. In addition, the Student Counsellor will work closely with the Learning Support Leader.</p>
<p><b>Organisational Relationships</b></p>	<p><b>Reports to:</b> Lead Educational Psychologist  <b>Supervises:</b> NIL  <b>Internal Liaisons:</b> Business Manager, Principal, Deputy Principals, Director of School Administration, Reception staff, Teaching and Non-Teaching staff of the College  <b>External Liaisons:</b> Members of the College Community and General Public</p>
<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Provide counselling for students and staff as needed.</li> <li>• Participate in Student and Staff Wellbeing Committees.</li> <li>• Plan interventions regarding learning and behavioural problems at individual, group and school levels.</li> <li>• Consult with external agencies. These include: community health centres; adolescent mental health, mediation and counselling services; private counselling services, psychiatrists and psychologists; medical practitioners.</li> <li>• Liaise with colleagues in the area of student welfare at the College.</li> <li>• Assist with planning and conducting activities such as Wellbeing Days, and to deliver other presentations related to wellbeing for students.</li> <li>• Work with the school staff to assist in promoting the development, learning and welfare of students.</li> <li>• Guide members of staff, where necessary, on issues relating to student wellbeing and management.</li> <li>• Prepare reports to the principal and relevant agencies concerning students with special needs and to maintain records about such students.</li> <li>• Advise staff, where appropriate, on specific student needs.</li> <li>• Work with staff, individually and as a group, to promote their wellbeing.</li> <li>• Organise and provide educational presentations to staff and parents on matters of student wellbeing.</li> <li>• Attend Head of House and Learning Area Leader meetings, on invitation, to provide advice.</li> <li>• Ensure confidentiality and careful maintenance and security of information relevant to this role.</li> <li>• Assist with school wide management of, and response to, critical incidents and emergencies.</li> <li>• Advise and support school staff and parents to manage their own responses.</li> <li>• Providing individual and group support to students and families.</li> <li>• Liaison with external service providers where necessary.</li> </ul>
<p><b>Child Safety</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> </ul>

<b>STATEMENT OF DUTIES</b>	
	<ul style="list-style-type: none"> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Attend College meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Other duties as directed by the Principal and/or Lead Educational Psychologist.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Interest in how people think and behave.</li> <li>• Good research skills.</li> <li>• Ability to relate to and empathise with a range of people.</li> <li>• Good team working skills.</li> <li>• Excellent communication skills.</li> <li>• Sensitive listening and questioning skills.</li> <li>• Ability to cope with emotionally demanding situations.</li> <li>• Ability to work both on your own and with others.</li> </ul>

Updated 6 November 2020



Marist-Sion College

# Selection Criteria Student Counsellor

SELECTION CRITERIA	
1. <b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>Ability and willingness to support the College's Catholic ethos.</li> </ul>
2. <b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>Experience working with children.</li> <li>A demonstrated understanding of child safety.</li> <li>A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>Be a suitable person to engage in child-connected work.</li> <li>Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
3. <b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Possess a suitable qualification in Counselling or similar.</li> <li>Registered with relevant professional bodies.</li> <li>A minimum of Certificate 2 in First Aid (The College will provide this training if necessary).</li> </ul>
4. <b>Ability to provide effective counselling services to young people that foster resilience and address their social, emotional and educational and educational needs.</b>	<ul style="list-style-type: none"> <li>Proven experience in providing counselling services for children/adolescents and family members.</li> <li>Clear understanding of normal and abnormal child and adolescent development.</li> <li>Knowledge and understanding of mental health disorders and their relationship to child and adolescent development.</li> <li>Knowledge, experience and understanding of developmental disabilities.</li> <li>Demonstrated experience in working with culturally and linguistically diverse clients.</li> </ul>
5. <b>Demonstrated ability to develop and implement programs, procedures and policies that enhance student wellbeing.</b>	<ul style="list-style-type: none"> <li>Delivery of programs for students e.g. transition programs, peer support, study skills, coping skills and wellbeing practises.</li> <li>Facilitating preventative and proactive programs for students (e.g. social skills and anger management).</li> </ul>
6. <b>Demonstrated ability to design and deliver professional learning for staff that promotes student engagement and wellbeing.</b>	<ul style="list-style-type: none"> <li>Ability to provide in-house professional learning.</li> </ul>
7. <b>Highly developed communication and interpersonal skills, including the ability to liaise effectively with a wide range of people, including parents.</b>	<ul style="list-style-type: none"> <li>Sensitive listening and questioning skills.</li> <li>Ability to cope with emotionally demanding situations.</li> <li>Ability to work both on your own and as part of a team.</li> </ul>
8. <b>Ability to make appropriate referrals to external agencies for young people as required</b>	<ul style="list-style-type: none"> <li>Ability to resource and refer quality external support when required.</li> </ul>

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