

College Counsellor Position Description

Role:	College Counsellor
Commencement Date	January 2022
Tenure:	Full Time
Responsible to:	Deputy Principal

It is the role of the School Counsellor to provide support for students who are experiencing academic, social, emotional, behavioural and/or mental health concerns. This support includes providing strategies which enhance social skills and the ability to make effective decisions that affect personal and academic development; working with students who are experiencing family and/or personal problems and providing information and assistance to students, parents and colleagues about a range of related matters.

REQUIREMENTS

- A commitment to the Anglican ethos of the College.
- Demonstrated respect for and understanding of the educational philosophy of the College.
- Experience in educational counselling.
- Competent computer skills in the areas of computerised data bases and other associated computer software.
- High level communication skills, including report and letter writing.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with all members of the College community.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks with a high degree of accuracy.
- Excellent sense of professional responsibility regarding confidentiality.
- Always presenting the College in a positive way.
- Knowledge of the independent school sector an advantage, but not essential.
- The position may require attendance at meetings outside normal hours from time to time.

RESPONSIBILITIES TO STUDENTS

- Counsel students with regard to learning difficulties, behavioural, personal and social issues.
- Provide brief, solution-focused individual and family psychological counselling techniques such as CBT and IPT.
- Identify and refer students who exhibit learning and/or behavioural problems.
- Work with the College Psychologist to support student development and learning. Conduct appropriate programmes with students which develop effective interpersonal skills and address interpersonal conflict, bullying and/or other behavioural issues.
- Liaise with external agencies.
- Provide expert advice and intervention in the management of critical incidents.

RESPONSIBILITIES TO PARENTS

- Offer support and guidance to parents who are seeking assistance with their child's academic, behavioural, emotional and social development and/or well-being.
- Maintain effective communication with parents.
- Work with parents to foster the holistic development of students.

RESPONSIBILITIES TO COLLEAGUES

- Work collegially with, and share information, with Heads of House and other key staff, to provide the best support for students.
- Consult and collaborate with teachers regarding the management and support of students who exhibit behavioural, social and/or emotional problems.
- Provide support to colleagues through the sharing of ideas, resources, and expertise.
- Support the philosophy, ethos and practices of the College.
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- Contribute to formal and informal meetings with staff and parents.
- Referral, when required, of staff to EAP support.
- Keep detailed and confidential records.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

- Critically reflects on their practice and modifies it accordingly.
- Demonstrates commitment to personal professional development on a planned and continuing basis.
- Has an awareness of current issues in education.

COMMITMENT TO THE ETHOS AND OPERATION OF THE COLLEGE

- Actively support and model the Christian ethos, beliefs and values and educational philosophy of the College.

OTHER RESPONSIBILITIES

- Models high standards of professional and personal behaviour.
- Ensure the Principal, Heads of House and other Leadership staff are informed of students considered to be at risk and provide regular updates.
- Comply with all national and state requirements regarding mandatory reporting and reportable conduct.

ADDITIONAL INFORMATION

- This position will infrequently require the incumbent to attend meetings as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the school day or when students are in attendance.
- Terms and Conditions of employment will be in accordance with the National Employment Standards and the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017 – 2021*.

SELECTION CRITERIA

- Full and current registration as a School Counsellor, Social Worker or Psychologist.
- Previous work experience in an educational environment is an advantage.
- Experience in brief-solution focused individual and group counselling, as well as the implementation of evidence-based preventative mental health programs at a school level.
- Experience in administering (or managing) a broad range of cognitive, educational and behavioural assessments.
- Willingness to positively contribute to the Anglican culture of the College.
- Working with Children Check.
- National Criminal Record Check.

Duties as set out in this Position Description can be amended at any time at the discretion of the Principal.