

Key Responsibilities

The College Counsellor will:

- Undertake complex professional activities including research involving the selection and application, based on professional judgement, of new and existing techniques and methodologies requiring the exercise of professional independence combined with high levels of competence
- Lead and manage counselling services including preparing and maintaining accurate case notes, files and reports on counselling and associated interventions to fulfil professional obligations, noting that all information and documentation is stored securely and confidentially and remains the property of the College and must be fully available to authorised personnel at all times
- Undertake counselling with students to address complex individual, peer group, social and emotional concerns and monitor identified trends, patterns, and areas of concern within the school and broader community. Where appropriate, notify, liaise and advise parents of their child's educational and social activities to enhance learning outcomes
- Facilitate and/or provide specialist individual and small group counselling for high needs students (and others), as applicable, relating to trauma, grief, loss, anger management and other needs
- Liaise and work with CEO Allied Health professionals and outside counselling and associated service agencies and promote specialised counselling services and programs to the wider school community
- Support and work with College Leadership including Year Level Coordinators and the Inclusive Education Coordinator when supporting 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
- 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 Campus leadership to establish a connection with students 'at risk', keeping the Principal and Head of Campus informed
- In conjunction with leadership, assist in the development of Pastoral Care programs within the College and similar initiatives within the College
- 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
- Coordinate groups during recess and lunch breaks which support students experiencing barriers to connecting with others and/or mental health concerns
- 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

- Provide correspondence, reports etc as required for the employer, families, mental health practitioners and Government and community agencies, maintaining effective records at all times
- 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

Essential Requirements

- 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
- 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
- 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
- Excellent interpersonal and communication skills and proven ability to quickly develop a strong positive rapport with students, staff, and other school community members
- Ability to generate and evaluate complex ideas through the analysis of information and concepts and implement positive and supportive procedures and practices, and be a good role model for students
- 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
- 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
- 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
- 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 relational management ability
- Ability to build and maintain trust amongst students, interacting in a positive, sensitive and respectful manner at all times
- Relate successfully to staff and parents/guardians in a manner that is responsive to their particular needs
- Work effectively with the Principal, College Leadership and staff for the benefit of all students
- Work effectively in a busy, dynamic and changing working environment
- Liaise with wellbeing practitioners in other Catholic schools
- Demonstrated high level of confidentiality, trust, integrity and work ethic
- Ability to effectively manage unexpected situations/emergencies with confidence
- An active demonstrated commitment to ongoing professional learning and development

Role Requirements

- A University qualification in Counselling (or equivalent) and comprehensive demonstrated knowledge and experience in a comparable role, particularly with children and young people, including those with special needs.
- Current registration and/or membership of a relevant and recognised professional organisation/registration body as required by legislation
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia
- 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)
- 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

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.