St Leonard's College

Junior School Counsellor

Position Purpose

The purpose of the Junior School Counsellor position is to provide psychological and counselling services for students and families in the Junior School (ELC - year 4). However, as the College Counsellors work as a team, there may be some occasions when the Junior School counsellor will work in other sections of the College.

The successful applicant will be a member of the College counselling team, comprising counsellors of Junior (ELC to year 4), Middle (years 5-9) and Senior (years 10-12) schools. The counselling team leader is the Director of Pastoral Care who is the Senior Counsellor.

Reporting Relationships

The position reports to the Head of Junior School but the appointee will also work in conjunction with the Director of Pastoral Care, with whom regular scheduled meetings will be held. It is expected that the counsellors work as a team with consistent policies and frameworks, collegial relationships and high professional standards.

The Person

The applicant should be an experienced psychologist who is registered with AHPRA. Experience working in a school setting is preferable but not essential. Experience working with children and families and in conducting psycho-educational assessments is required.

Qualifications and Experience

Registered Psychologist (with AHPRA registration)
Experience within a school would be advantageous but is not essential.

Hours and Conditions

The Counsellor is generally expected to be available between 8.30am and 5.00pm. However, it is expected that the appointee will work flexibly to meet the particular needs of the school and the parent community. In practice, this will mean that it may necessary to have some early morning appointments and some late afternoon or even early evening appointments depending on the needs of the school community. Attendance at parent evenings conducted at Junior School is also expected; generally these will number two to three over a year.

Key Responsibilities

- Provide counselling for students and families
- Maintain case notes and student records in accordance with APS Guidelines
- Consult with staff regarding the management and social development of children in their care, both individuals and groups
- Liaise with Head and Deputy Head of Junior School regarding student and staff welfare issues
- Conduct psych-educational assessments, including reporting to parents and consulting with staff about recommendations

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- Assist with educational planning, in conjunction with class teacher and learning support staff
- Liaise with external agencies and professionals where necessary
- Contribute to the development of preventative programs, e.g. anti-bullying, social skills programs
- Contribute to and / or run parent education programs
- Attend the Junior School welfare meeting
- Coordinate SCOPE referrals for children in Junior School
- Contribute to the counselling team at St Leonard's College
- Participate in relevant professional development activities
- Provide brief counselling or referral for staff
- Attend staff meetings where possible in relation to counselling role

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

The College

- is an equal opportunity employer
- complies with the requirements of the Privacy Act
- has a strong commitment to OHS
- will not tolerate harassment of any kind
- has a no smoking policy
- encourages a collegiate and team-centred environment.

All staff are expected to actively support these standards.