



St Leonard's College

General Staff

Position Description

POSITION TITLE:	Middle School Counsellor - READVERTISED
DATED:	March 2017
REPORTS TO:	Head of Middle School and Director of Pastoral Care
Prepared by:	Head of Human Resources

POSITION PURPOSE

The role of the Middle School Counsellor is to provide psychological advice and support to students, families and staff of the Middle School and to make a professional contribution to the College counselling team.

REPORTING RELATIONSHIPS

The position of Middle School Counsellor reports to the Head of Middle School and the Director of Pastoral Care / Counselling Team Leader.

POSITION STATUS

This role is a permanent part time position, Full Time Equivalent (FTE) 0.9, as described below. In 2017 a review of counselling provided across the College will be completed. The main allocation of this role will remain Middle School, but for 2017 this will include years 5 to 9 and may not require the additional program delivery.

WORKING RELATIONSHIPS

The position works closely with both Middle School Leadership Team and the Counselling team.

DUTIES & ESSENTIAL JOB FUNCTIONS OF THE MIDDLE SCHOOL COUNSELLOR (0.8FTE)

Counselling and psychological services:

- Provide counselling for students, families and groups where appropriate;
- Maintain case notes and student files in accordance with APS Guidelines;
- Provide feedback and support for families regarding individual students;
- Provide brief counselling or referral for staff;
- Conduct psycho-educational and other relevant assessments;
- Contribute to educational planning on the basis of assessments conducted.

Professional relationships:

- Liaise with teachers where appropriate to develop personal, social and learning strategies for students;
- Liaise with the Middle School Leadership Team in matters relating to individual and group needs;
- Refer to, and liaise with, external agencies and professionals as required;
- Attend Middle School Leadership Team meetings;
- Actively participate in the counselling team – case discussion, planning, critical incident response, development of knowledge and processes;
- Attend relevant Middle School Learning Support Team Meetings.

Professional contributions

- Contribute to the professional learning of staff on child development, emotional and psychological issues;
- Promote a model of good mental health for staff, students and families;
- Contribute to the planning and delivery of parent education seminars;
- Advise on the interpretation, access and use of ability-data in Middle School;
- Participate in relevant classroom programs as required (unassessed type) and/or offer specialised groups on targeted areas, e.g. Social skills, study skills.

Other

- Attend Middle School parent information evenings;
- Assist with the critical incident response for Middle School and where necessary, other areas of the College;
- Contribute to the SCOPE program for Middle school including selection and training of SCOPE Leaders;
- Participate in relevant professional development activities.

CORE COMPETENCIES AND SKILLS

- Proficiency in core psychological test administration, interpretation and report writing;
- Competency in psychological/counselling intervention, using recognised, evidence-based approaches;
- Strong communication and interpersonal skills;
- Capacity to work independently and as a member of a team;
- Proven integrity and reliability;
- Able to present to a range of audiences;
- Excellent time management and organisational skills;
- Is flexible and adaptable and uses initiative in responding to a range of situations;
- Able to work effectively and efficiently under pressure;
- Competency in Mindfulness.

ADDITIONAL PROGRAM DELIVERY (0.1FTE)

Some or all of the following:

- Expertise in mindfulness with the capacity to delivery mindfulness programs to staff and students;
- Expertise in parent training programs;
- Expertise in the delivery of student mental health prevention programs;

QUALIFICATIONS AND EXPERIENCE

- ❖ Registered Psychologist;
- ❖ Experience working in schools is an advantage.

OTHER SKILLS AND ATTRIBUTES

- ❖ Discretion and confidentiality are essential attributes to this position;
- ❖ Competence in technology;
- ❖ Initiative and confidence to make contributions/suggestions;
- ❖ Highly effective verbal and communication skills, using tact and diplomacy;
- ❖ Critical thinking when problem solving;
- ❖ Time management skills - able to work to deadlines and capable of directing others when necessary;
- ❖ Ability to remain calm under pressure;
- ❖ Overall good interpersonal skills when working in a team environment;

GENERAL

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.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.