



**St Leonard's College**

An education for life.

# General Staff

## Position Description

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<b>Position Title:</b>	<b>Senior School Counsellor</b>
<b>Prepared:</b>	<b>July 2021</b>
<b>Reports to:</b>	<b>Director of Wellbeing</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### Position Purpose

The primary role of the Senior School Counsellor is to provide psychological advice and support to students, families and staff in years 10 to 12 with the potential to engage with students from other year levels as required. The Senior School Counsellor is expected to make a professional contribution to the College counselling team and to the development of wellbeing programs in Senior School.

### Position Status

This role is a permanent full-time term time position.

### Working Relationships

The position works closely with the Senior School Leadership Team, the College Counselling team and reports to the Director of Wellbeing.

### Duties and Responsibilities:

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 based on assessments conducted;
- Contribute to the SEA and SEAS processes;
- Act as a lead Child Protection Officer in responding to issues of child safety;
- Facilitate a Student Wellbeing Committee in collaboration with a Senior School Head of Year.

Professional relationships:

- Liaise with teachers where appropriate to develop personal, social and learning strategies for students;
- Liaise with the Senior School Leadership Team in matters relating to individual and group needs;
- Liaise with the VCE and IB coordinators in relation to SEA applications;
- Work with the Head of Careers in relation to student referrals and SEAS applications;
- Refer to, and liaise with, external agencies and professionals as required;
- Attend Senior School Leadership Team meetings;
- Collaborate with the Counselling Team Leader in promoting high quality, accessible counselling services;

- Actively participate in the counselling team – case discussion, planning, team supervision, critical incident response, development of professional knowledge and processes;
- Attend relevant 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;
- Participate in relevant classroom programs as required (unassessed type) and/or offer specialised groups or presentations on themes related to student wellbeing such as stress management and mental health;
- Contribute to the development of Senior School Personal Development Program (PDP) activities;
- Contribute to the year 12 transition conference in consultation with the Head of Senior School and Head of Year 12.

#### Other

- Attend relevant parent information evenings;
- Assist with the critical incident response team;
- Contribute to the CONNECT program, including selection and training of CONNECT Leaders;
- Participate in relevant professional development activities;

Any other tasks as deemed appropriate.

While not required at the College during the term breaks there will be a roster among the counselling team of no more than 20 days across the year during term breaks (Monday to Friday, not public holidays) where emails need to be checked throughout the day and responded to if there is a parent or student concern. This may require meeting with a family. These events are not common but the College aims to ensure we can offer assistance if required during breaks.

#### 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;
- Flexible and adaptable, with the ability to use initiative in responding to a range of situations;
- Able to work effectively and efficiently under pressure;
- Competency in Mindfulness.

#### Program Delivery

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

- Registered Psychologist.

## 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 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.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) 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 Safe 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.