

Position Description***College Counsellor***

RESPONSIBLE TO	Head of College
REPORTS TO	The Deputy Heads of Campus
KEY RELATIONSHIPS	Heads of Campus, Deputy Heads of Campus, Defence School Mentor, Pastor, Year Level Coordinators

Classification

Remuneration and conditions will be commensurate with experience and qualifications, informed by the Queensland Lutheran Schools Single Enterprise Agreement 2020.

Overview

The College Counsellor is responsible to the Head of College and reports to the Deputy Head of Campus (Junior) and Deputy Head of Campus (Middle and Senior) in the day to day operation of their duties. The College Counsellor is a vital part of the College's Pastoral Care Team. In this position they maintain oversight of counselling across P-12.

The Primary Purpose of the position is enhancing the quality of Pastoral Care that the College provides by counselling and supporting students in their personal development and welfare. The College Counsellor shares the responsibility for student welfare with the Pastor and other key staff. The first and most important priority is to provide professional counselling and support for students, thus enabling them to function more effectively in the school environment. From time to time, extended support for families or staff may be provided; however this is secondary to the primary focus of working with students. The College is a Restorative Practices school and, as such, a restorative approach informs all of our pastoral support.

Primary Purpose

In this role the College Counsellor is to:

- Model service as shown to us by our Lord and Saviour Jesus Christ;
- Display the qualities of good organisation and communication
- Work as a member of the Wellbeing Team

The Role

Counselling:

- To plan, negotiate and provide a counselling program based on social/emotional/behavioural and learning needs of the students
- Preserve the confidentiality of the Counsellor/client relationship whilst balancing duty of care in the context of working for the College. This will require a full understanding of the Privacy Act (December 2014) and other associated legislation
- Assist students, families and College staff to resolve issues that adversely affect the personal and academic functioning of the students
- To provide case management for referred students who require professional counselling
- Act as a resource person to staff in dealing with students with emotional/social and behavioural difficulties
- Maintain confidential records and necessary reports of individual clients, and maintain counselling database, and statistical overview in line with the current legal requirements
- Meet regularly with the Deputy Heads of Campus regarding situations and issues being dealt with to keep them informed of cases, trends and issues
- Provide details to the Head of College (or delegate) of all high level risk issues
- To direct referrals to other staff, including members of the Wellbeing teams, College Pastor, Pastoral Care teachers and teams, and Learning Enrichment teachers, and others where appropriate

Referral:

- Develop and implement detailed procedures for effective and professional processes of referral to a range of appropriate community professionals
- Where required, provide support and advice to the Senior Secondary Access Arrangements and Reasonable Adjustments (AARA) and NCCD processes
- Liaise with parents and College personnel to access information for referral purposes and to communicate assessment outcomes in a sensitive manner

Advocacy:

- Ensure appropriate communication of relevant information to staff and parents
- Identify counselling and support needs within the College community and promote the development of policies, proactive programmes and resources to meet those needs

Development of Support Programs:

The College Counsellor will play a major role in the development of programs that support the students, parents and staff within the College. This is a secondary, but nevertheless important role in maintaining a healthy school community. Programs must be developed in full consultation with the Heads of Campus and Wellbeing Team. The College Counsellor will show leadership and influence by:

- Implementing professional development and parenting programs and/or information sessions
- Developing, coordinating and evaluating effective pastoral care programmes for students

Crisis Management:

The College Counsellor is an integral part of the Critical Incident Management Team (CIMT) during times of crisis. Professional support for members of the College community is to be provided as a member of the CIMT. The major role during these times is to:

- Coordinate and provide crisis management counselling and debriefing to staff, students and families as required
- Work in consultation with the Head of College, Head of Campus and College Pastor to manage the crisis
- Coordinate counselling and support teams as needed

Professional Development:

- Participate in professional development to maintain and enhance skills, professional practices and the knowledge base required to meet a range of professional and educational needs
- Where possible, attend any relevant local Counsellor Network meetings as a form of peer supervision and networking
- Attend regular professional supervision. The College will provide access to external supervision by mutual agreement

Promotion:

- Represent and promote the College and provide prospective and current families with information about services within the College
- Develop and produce information for parents and staff publicising the service and providing other relevant information
- Contribute to publications (e.g. College newsletter) to promote psychological wellbeing amongst students and the wider College community

Budget and Resources:

- In collaboration with relevant staff, submit Counselling budget, manage and monitor expenditure levels throughout the year
- To research and identify resources and consult with members of the Executive team in the acquisition of new resources
- To research and identify needs within the College and coordinate visiting speakers and additional resources in consultation with the Wellbeing Team

Other Duties:

- Perform other duties (non-project work) as may be directed by the Head of College from time to time

Workplace Health and Safety

Specific duties include:

- Being familiar with legal and school requirements applicable to the health and safety of students and to operate within the terms of these requirements

Selection Criteria

SC 1 - Educational/Vocational Qualifications

- Consistent with qualifications, the successful applicant must be registered, or eligible for registration, with the Psychologists Board of Queensland and Membership of the Australian Psychological Society
- Applicants with qualifications in Social Work must be full members (or eligible for full membership) of the Australian Association of Social Workers
- Holding academic qualifications in keeping with the level of responsibility and preferably including relevant post graduate study
- Must possess current Suitability Card ('Blue Card') from the Commission for Children and Young People and Child Guardian for working with children (if successful applicant does not currently hold one of these cards, an application form will be forwarded with offer of appointment)

SC 2 - Personal Skills, Abilities and Aptitude

- A demonstrated ability to relate the Gospel message to the advertised role and encourage a spirit of Christian care amongst staff and students
- A visionary approach to Counselling and its application to a school setting
- Demonstrated effective skills in administration, interpersonal relations, planning and programming
- Conversant and experienced in using digital technologies relevant to the role
- Demonstrated ability to work in collegially and collaboratively in teams and across multiple stakeholders' groups
- Ability to analyse problems and formulate clear and effective solutions
- Demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks
- Understand and support the Christian ethos of the College

SC 3 - Knowledge and Experience

- Relevant or related experience (preferably in a school setting with restorative practices)
- Experience in adolescent mental health, child welfare, educational setting or community health desirable
- Experience in the development and implementation of activities and policies
- Demonstrated ability in effectively developing counselling programs across various age groups
- A thorough knowledge and understanding of current and emerging trends in counselling
- Knowledge of Child Protection and other relevant legislative requirements

Performance Standards and Review

- The position will be subject to a six month probation review and biennial performance reviews to be conducted by the Head of College and/or delegate