



Marian College  
School Counsellor



**POSITION:** SCHOOL COUNSELLOR

**REMUNERATION SCALE:** CATEGORY B EDUCATION SUPPORT OFFICER LEVEL 3  
Salary Range ( \$69,817.00 - \$79,108.00 1.0 FTE) Pro Rata  
*Dependent on qualification and experience.*

**FULL TIME EQUIVALENT:** 0.8 FTE

**REPORTS TO:** ASSISTANT TO THE PRINCIPAL - STUDENT WELLBEING

**OVERVIEW**

All staff members of Marian College are expected to support Catholic education in the Brigidine tradition as expressed in the College's Vision and Mission statements. Staff are expected to reflect the values of Kildare Ministries in the way that they perform their role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

**PRIMARY OBJECTIVE OF THE ROLE**

The School Counsellor provides a professional counselling service to secondary students and support for families. They have responsibility for supporting and enhancing the well-being and education of the students of the College consistent with the values and faith traditions of the College community. The School Counsellor will offer expertise in monitoring students' welfare and guiding their pastoral development. They assist students to develop specific skills that assist them to strengthen their relationships, enhance personal wellbeing and resilience, promote mindfulness and encourage a healthy lifestyle. The School Counsellor focuses on the students within the school environment with the goal of maximizing each student's learning potential, emotional well-being, social development and interpersonal skills. The School Counsellor also develops programs that promote social and emotional wellbeing of all students.

**MAJOR AREAS OF RESPONSIBILITY**

- I To provide a professional counselling service and support to students and their families.
- II To consult with school staff regarding student welfare issues and provide professional development opportunities regarding student welfare.
- III To develop and implement group programs for students and parents.
- IV To liaise with external service providers.
- V To provide support in the development of policies and practices.

**STATEMENT OF DUTIES**

The following duties are aligned to the five major areas of responsibility of the School Counsellor:

**To provide a professional counselling service and support to students and their families.**

- demonstrate an understanding of the mental health needs of students
- provide assessment and treatment to students across all year levels using evidence based interventions with regard to academic, personal or social matters. Issues commonly presented but not limited to include: depression, anxiety, family breakdown, loss and grief, identity issues, peer relationships, academic concerns, transition, behavioural difficulties and trauma
- provide crisis support to students
- comply with ethical and professional standards and preserve the confidentiality of the counsellor/client relationship whilst balancing duty of care

	<ul style="list-style-type: none"> <li>– maintain appropriate case records</li> <li>– ensure that a range of creative options are considered and implemented in a planned and purposeful manner to resolve the difficulties experienced by students and families</li> <li>– Work collaboratively and liaise with key stakeholders to enhance outcomes for students.</li> <li>– act as a point of contact between the school and the student's family, as well as external practitioners when appropriate, to increase awareness of the student's needs while at school</li> <li>– act as case manager (when deemed appropriate) for students with complex pastoral needs, or to provide support and guidance to the appointed case manager. This includes the regular monitoring and review of the pastoral supports in place and the needs of the student and their family</li> <li>– participate in the development and implementation of appropriate pastoral supports and care plans for these students</li> </ul>
<p><b>To consult with school staff regarding student welfare issues and provide professional development opportunities regarding student welfare.</b></p>	<ul style="list-style-type: none"> <li>– consult with teachers regarding the management of students who exhibit behavioural problems or learning difficulties.</li> <li>– liaise closely with the Assistant to the Principal – Student Wellbeing, the Director of Students and the Year Level Team Leaders, in monitoring, advising and supporting students in their personal development and plan appropriate interventions to meet student needs</li> <li>– collaborate with staff on the implementation of intervention strategies for students to facilitate learning in individual or small group settings</li> <li>– provide professional development to staff on student welfare related or counselling related matters</li> <li>– act as a resource person for staff in dealing with legal issues such as mandatory reporting</li> <li>– consult with teachers and support them in their work in helping students achieve their maximum learning potential, and supporting students through difficult times</li> <li>– consult regularly with Assistant to the Principal – Student Wellbeing, the Director of Students and the Year Level Team Leaders regarding the needs / management of specific students</li> <li>– ensure that the Assistant to the Principal – Student Wellbeing receives regular reports/updates regarding specific and general counselling issues</li> <li>– provide a report each Semester to the Assistant Principal – Student Wellbeing on the counselling issues and possible implications for the College and student well-being</li> <li>– provide consultation and information sessions to teaching and educational support staff relevant to year levels/ groups within the College that reflect specific student needs (e.g. behavioural management, student support plans, reducing stress)</li> <li>– work collaboratively with Assistant to the Principal – Student Wellbeing, the Director of Students, Year Level Team Leaders and other Counsellors, to ensure clear individual case management support for individual students is established and maintained</li> </ul>
<p><b>To develop and implement group programs for students and parents.</b></p>	<ul style="list-style-type: none"> <li>– act as a consultant and resource person in personal and social developmental programs</li> <li>– provide preventative/supportive programs for students with identified needs through consultation with staff, parents and students – e.g. Seasons Loss and Grief program, Social Skills training program</li> </ul>
<p><b>To liaise with external service providers.</b></p>	<ul style="list-style-type: none"> <li>– consult with the Assistant to the Principal – Student Wellbeing and/or the Director of Students, where there is a need to arrange a referral to an external specialist service or agency maintaining support to the student/family</li> <li>– liaise with and if suitable refer to external counselling service providers, and be a point of contact for feedback and follow-up of clients who have been referred</li> <li>– network with community agencies in relation to students who require referral for specialised support outside of the school</li> <li>– provide early intervention support to students by ensuring coordination between the College and community based health and support services</li> </ul>

<p><b>To provide support in the development of policies and practices.</b></p>	<ul style="list-style-type: none"> <li>– offer expertise in the formulation, implementation and evaluation of student welfare policies</li> <li>– provide support and resources to parents through consultations</li> <li>– attend Staff, School and Student Services meetings as required</li> <li>– be involved in the development and review of relevant curriculum programmes in pastoral care and the review of policy in the area</li> <li>– identify areas for new initiatives within the College as determined through work with the student body</li> <li>– contribute to the decision making within the College through involvement in College committees and through regular meetings with the Senior Leadership Team and Student Services Team</li> <li>– provide data, as required, to the Principal in order to support the organisational needs of the College and the development of programs and practices</li> <li>– provide preventative / supportive programs for students with identified needs through consultation with staff, parents and students – e.g., Seasons Loss and Grief program, Social Skills training program</li> <li>– collaborate in the development, delivery and evaluation of preventative programs throughout the school</li> <li>– engage in regular supervision (supplied by the school) and ongoing professional development that will enhance and improve knowledge and skills within the counselling team.</li> <li>– assume a key role in reducing negative health outcomes and risk taking behaviours among young people.</li> <li>– participate in, or support, professional learning or student/parent programs and information nights to enhance staff, student and parent awareness of contemporary counselling issues and strategies for managing students</li> </ul>
<p><b>Other</b></p>	<p>The School Counsellor will, at times, be required to undertake other duties related to the role as directed by the Principal in consultation with the Assistant to the Principal – Student Wellbeing.</p> <p>The School Counsellor will undertake professional development both within and outside the College in order to maintain a high level of awareness of current and best practice in the area of learning support.</p> <p>In negotiation with the Principal, it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<p><b>QUALITIES AND CAPABILITIES</b> The School Counsellor will demonstrate a comprehensive range of the following:</p> <p><b>Commitment to Child Safety</b></p> <ul style="list-style-type: none"> <li>– experience working with children</li> <li>– a demonstrated understanding of child safety</li> <li>– a demonstrated understanding of appropriate behaviours when engaging with children – familiarity with legal obligations relating to child safety (e.g. mandatory reporting)</li> <li>– be a suitable person to engage in child-connected work</li> </ul> <p><b>Dispositions</b></p> <ul style="list-style-type: none"> <li>– a respect for the mission, identity and values of Kildare Ministries in the Brigidine Tradition as lived at Marian College</li> <li>– an openness to learning in all situations</li> <li>– collaborative participation in professional relationships especially within the department</li> <li>– reflective practice on experience and willingness to share insights</li> <li>– understand the need for currency and accuracy in record keeping</li> </ul>	

<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>– confidence and enthusiasm about the students and their capacity to thrive in the Marian College community</li> <li>– sensitivity when working with people from diverse educational, physical, cultural and ethnic backgrounds</li> <li>– a tenacious and resourceful capacity for hard work</li> <li>– flexibility and the capacity to accommodate change</li> <li>– the capacity to persevere in complex and stressful situations</li> <li>– a sense of humour and appreciation of the appropriate use of humour</li> </ul> <p><b>Knowledge and understandings</b></p> <ul style="list-style-type: none"> <li>– experience and research related to best contemporary practice in counselling for students with particular needs</li> <li>– the appropriate avenues and resources for seeking support and clarification applicable to the needs of the students in their care</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>– the ability to work collaboratively, flexibly, independently and creatively in a demanding environment</li> <li>– the ability to locate information quickly and accurately</li> <li>– the capacity to negotiate</li> <li>– the capacity to maintain professional relationships within the College community and with other organisations that support the education of students with particular learning and wellbeing needs</li> <li>– excellent capabilities in the use of information and communication technologies</li> <li>– the ability to choose and apply formats for communications appropriate to diverse educational contexts</li> <li>– the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the operations of the counselling team</li> </ul>			
<p><b>RISK AND OCCUPATIONAL HEALTH AND SAFETY</b> The School Counsellor will:</p> <ul style="list-style-type: none"> <li>– comply with legislated occupational health and safety practices and participate in consultative processes</li> <li>– observe safe work practices in accordance with training and instruction given</li> <li>– identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)</li> <li>– promote and implement occupational health and safety and risk mitigation processes within the College</li> </ul>			
<p><b>KEY COMMUNICATIONS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Counselling Team</li> <li>Student Wellbeing Team</li> <li>Director of Students</li> <li>Assistant to the Principal – Student Wellbeing</li> <li>Year Level Leaders</li> <li>Classroom teachers</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Parents</li> <li>CEM Student Services staff</li> <li>Agencies and Service providers</li> </ul> </td> </tr> </table>		<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Counselling Team</li> <li>Student Wellbeing Team</li> <li>Director of Students</li> <li>Assistant to the Principal – Student Wellbeing</li> <li>Year Level Leaders</li> <li>Classroom teachers</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Parents</li> <li>CEM Student Services staff</li> <li>Agencies and Service providers</li> </ul>
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<b>Background &amp; Qualifications</b>	Tertiary qualifications in counselling, social work. Experience in a range of settings within the mental health system including working with young people. Experience working in schools.		
<b>Other Requirements</b>	Criminal Record Check Valid Working with Children Card		
<b>Contract &amp; Conditions</b>	Conditions: Entitlements under the Victorian Catholic Schools Multi-Employer Agreement 2018 (or as varied from time to time)		

AUTHORISED BY: PRINCIPAL

DATE: AUGUST 2021