



**MARIAN
COLLEGE**

College Counsellor

POSITION:	College Counsellor
REPORTS TO:	Assistant Principal Student Wellbeing and Principal
ROLE TENURE:	Ongoing
FTE:	1.00
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Category B. Remuneration is dependent on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships they foster within 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.

ROLE DESCRIPTION

The College Counsellor is appointed by the Principal and is accountable to Assistant Principal: Student Wellbeing. They are expected to work in partnership with other members of the Counselling and Student Wellbeing Team, teachers and families.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

COUNSELLING AND SUPPORT SERVICES

- Develop and Deliver Wellbeing Programs: Design and implement evidence-based interventions, preventative programs, and proactive initiatives in response to emerging trends in the school community.
- Offer individual and group counselling for students with emotional, social, behavioural, and learning concerns, ensuring appropriate documentation and follow-up.
- Advise the Leadership Team on critical incidents, contribute to school wellbeing policies, and actively participate in Student Wellbeing Team meetings.

- Foster awareness of the counselling service within the school community and empower staff in their pastoral care roles.
- Prepare termly reports outlining the key themes and trends identified in counselling sessions to support informed wellbeing initiatives and interventions
- Coordinate External Referrals and Assessments: Refer students and families to external agencies for ongoing support, assist with applications for Special Provisions and Educational Access Schemes, and document counselling processes.
- Consult with Assistant Principal – student Wellbeing and the Counselling Team to arrange referrals to external services, liaise with providers for follow-ups, and network with community agencies for specialized student support.
- Early Intervention & Wellbeing Programs: Provide early intervention and preventative programs for students, ensuring coordination between the College and community-based health services.
- Offer resources and consultations to parents, participate in staff and student services meetings, and lead parent information sessions as required.
- Engage in College committees, collaborate with senior leadership, and provide data to inform programs and policies.

CHILD SAFETY

- Play a key role in the College's adherence to Ministerial Order No. 1359 (Child Safe Standards) and in strengthening a culture of child safety.
- This includes the implementation of the school's Child Safety Policy, Code of Conduct and Procedures for Responding to Allegations of Abuse.
- Deepen staff understanding of Mandatory Reporting obligations and the process involved in reporting incidents, suspicions and disclosures to authorities.
- Fulfil the role of a Child Protection Officer within the College.
- Contribute to the planning and provision of workshops and programs for students, staff and families in relation to Child Safety.
- Maintain confidential case notes and records in line with school policies and Kildare Education Ministries ethical guidelines

STRENGTHENING STUDENT WELLBEING THROUGH STAFF DEVELOPMENT

- Lead engaging professional development sessions for teachers on student welfare, behavioral management, stress reduction, and support strategies tailored to different year levels.
- Guide staff in integrating wellbeing strategies into their teaching practice, fostering a supportive and inclusive learning environment for all students.
- Provide one-on-one and group coaching to Year Level Leaders, Homeroom Teachers, equipping them with practical tools and approaches to support student wellbeing and engagement.
- Work collaboratively with Assistant Principal's of Wellbeing and Learning & Teaching to design and embed whole-school wellbeing and learning initiatives that enhance student outcomes and teacher capacity.

PROFESSIONAL LEARNING

- Participate in ongoing supervision and training, support student and parent education programs, and play a key role in reducing risk-taking behaviors among students.
- Stay informed and updated about school policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

OTHER

The College Counsellor is, at times, required to undertake other duties related to the role as directed by the Principal and Assistant Principals.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

GENERAL:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the

College.

- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

RISK AND OCCUPATIONAL HEALTH AND SAFETY:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. A proven commitment to Catholic Education and faith development.
2. An understanding and acceptance of the College ethos in the Brigidine Tradition.
3. A contemporary understanding of wellbeing issues pertaining to young people.
4. A proven commitment to supporting the wellbeing of students.
5. A knowledge of programs and agencies that support the wellbeing of students.
6. Sound leadership, organisational and administrative skills.
7. Highly developed interpersonal skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
8. Ability to work collaboratively and facilitate dynamic teamwork.
9. A proven capacity to work independently and effectively in the face of changing priorities.
10. A genuine love of learning and working with young people.
11. A commitment to ongoing professional development within the area of student wellbeing.

QUALIFICATIONS

Essential:

1. Must be fully registered with the Australian Health Practitioners Registration agency, Psychology board of Australia or equivalent e.g. Psychotherapy and Counselling Federation of Australia (PACFA).
2. Working with Children Check and Current Police Check.

Desirable:

1. Eligible for membership of the Australian Psychological Society.
2. Eligible for membership of the College of Educational and Developmental Psychologists.
3. Demonstrable understanding and experience in the area of Positive Psychology.
4. Background in educational and developmental psychology.
5. Experience working in a school setting with adolescents.

