



## College Counsellor

May 2017

Kilbreda College is sponsored by Kildare Ministries and administered by the Kildare Education Ministries Board.

The College Counsellor is appointed by the Co-Principals and is accountable to the Assistant Principal Wellbeing and Engagement. She/he is expected to work in partnership with the other student counsellor, with members of the Student Wellbeing Team, teachers and families.

**Child safety:** It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

### KEY RESPONSIBILITY AREAS

1. Contribute to the effective operation of the counselling office as a service to support students
2. Provide counselling to students upon self-referral or referral by families or staff and refer individual cases to suitable external professional agencies when appropriate.
3. Provide appropriate feedback and follow-up to students' family, Year Level Coordinators and teachers, while maintaining confidentiality.
4. Support staff in the process of identifying and responding to students 'at risk' and following up with appropriate communication to relevant personnel
5. Contribute to the planning and provision of workshops and programs for students, staff and families to support understanding of current adolescent issues
6. Contribute to the development and implementation of relevant school policies, procedures and programs which focus on enhancing the wellbeing of students.
7. Assist with applications for Special Provisions, Educational Access Schemes and other relevant grants from Government Sources.
8. Establish and maintain links with relevant community support agencies, allied professionals and school networks
9. Adhere to the relevant professional standards pertaining to the counselling profession in the context of a school setting. This includes maintaining confidential case notes for all students obtaining counselling.
10. Provide support for the school community in response to critical incidents, being familiar with emergency procedures and a readiness to implement them when required.
11. Attend and actively participate in scheduled Wellbeing Team meetings

12. Meet regularly with the Assistant Principal Wellbeing and Engagement and the other student counsellor and be available to other members of the Wellbeing Team as required

#### **Child Safety:**

1. Provide students with a safe environment
2. Provide advice and support on child protection issues as required
3. Be familiar with and comply with the College's child safe policy and code of conduct, and any other procedures relating to child safety (including PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools)
4. Proactively monitor and support student wellbeing
5. Exercise pastoral care in a manner which reflects school values
6. Implement strategies which promote a healthy learning environment
7. Demonstrate a duty of care to students in relation to physical and emotional wellbeing

#### **ACCOUNTABILITY**

**Reports to:** Assistant Principal Wellbeing and Engagement

**Internal liaisons:** Other Student Counsellor, Student Wellbeing Team, Assistant Principal Learning and Teaching, Learning Enhancement Co-coordinator, Careers Counsellor, Homeroom teachers and teachers

**External liaisons:** Professional Associations, Community Support Agencies, School Counsellors Network

#### **CONDITIONS**

This is a part time 0.2 FTE position. Depending on qualifications, hours and salary will be negotiated in accordance with the Victorian Catholic Multi Employer Agreement (2008).

This may involve attendance at College activities such as staff meetings, information nights and any other activity that may occur outside normal working hours as directed by the Assistant Principal Wellbeing and Engagement.

#### **KEY SELECTION CRITERIA**

1. Appropriate post graduate qualification in Psychology, Counselling or Social Work and a proven commitment to ongoing professional learning regarding student wellbeing.
2. An understanding of the mission of a Catholic school and the implications for the work of a College Counsellor in this context.
3. Demonstrated experience in counselling using current therapeutic practices in working with adolescents.
4. An understanding of the issues that affect the personal, social and emotional wellbeing of adolescent girls.

5. Highly developed communication and interpersonal skills, including the ability to liaise effectively with a wide range of people to identify and address students' specific social, emotional, learning and behavior needs.
6. Demonstrated ability to develop and implement programs, procedures and policies that enhance student wellbeing.
7. Demonstrated ability to design and deliver professional learning for staff related to student engagement and wellbeing.