St Mary Magdalene's School
Elizabeth Grove

Position Information Document

Title of Position:	School Counsellor
Department:	Education Support Officer
Reports to:	Principal, Head of School
Stream:	Other Professionals
Classification:	Grade 6
Number of Direct Reports:	Choose an item.

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

Under broad direction, the School Counsellor supports school leadership in determining priorities and practices, through the application of specialist professional knowledge, skills and expertise to develop operational strategies and policy to enhance student safety and wellbeing and facilitate successful learning.

The School Counsellor is a qualified professional, works in consultation with school leaders, to implement and deliver an effective professional counselling service within the school community to support the emotional, social and learning development needs of students. The School Counsellor forms an important part in leading and providing professional support services to students within CESA.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Parents / caregivers, students and school community
- Visitors
- CEO - Allied Health team
- External parties / Stakeholders

KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Undertake complex professional activities including research involving the selection and application, based on professional judgement, of new and existing techniques and methodologies requiring the exercise of professional independence combined with high levels of competence.
- Lead and manage the counselling services of the school including preparing and maintaining accurate case notes, files and reports on counselling and associated interventions to fulfil professional obligations, noting that all information and documentation is stored securely and confidentially and remains the property of the school and must be fully available to authorised personnel at all times.
- Identify policies and procedures requiring review or re-development and define all relevant issues to ensure currency and best practice is delivered.
- Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the school, formulate policies and provide specialist advice on policy formulation to school leadership.
- Undertake counselling with students to address complex individual, peer group, social and emotional concerns and monitor identified trends, patterns, and areas of concern within the school and broader community. Where appropriate, notify, liaise and advise parents of their child's educational and social activities to enhance learning outcomes.
- Facilitate and/or provide specialist individual and small group counselling for high needs students (and others), as applicable, relating to trauma, grief, loss, anger management and other needs.
- Liaise and work with CEO Allied Health professionals and outside counselling and associated service agencies and promote specialised counselling services and programs to the wider school community.
- As authorised, negotiate and facilitate the service provision of specialist external counselling and associated services not available in-house, and maintain all relevant documentation, records etc.
- Assist and support teachers in their teaching strategy for health-related topics such as student wellbeing and resilience and develop appropriate resources and activities.
- In collaboration with educators, develop, implement and lead specialist orientation programs particularly with the key transition years.
- In conjunction with school leadership, assist in the development of pastoral care programs and similar initiatives within the school as appropriate.
- Provide correspondence, reports etc as required for the employer, families, mental health practitioners and Government and community agencies, maintaining effective records at all times.
- Maintain confidentiality as required, being cognisant of the school's legal and moral duty of care.
- Maintain appropriate, continuous professional knowledge by attending professional development and actively participating in relevant network/professional groups.
- Actively and positively engage in school programs, activities, events, required training and regular professional reviews.
- Undertake other duties as required by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated specialised comprehensive experience and high-level professional skills providing effective and empowering counselling to students and others, including children with special needs.
- Comprehensive knowledge of current Child Protection requirements and associated legislation and demonstrated application of same.
- Demonstrated accountability for a broad range of personal and team service outcomes with responsibility for the overall planning and delivery of work and associated outcomes for the counselling function, of significant scale or complexity, within the school community.
- Experience in undertaking research and investigation and proven ability to develop policy and practice directions in area of expertise for use by other school staff.
- Demonstrated ability to determine priorities and practices for the delivery of an effective counselling service, exercising significant and independent professional judgement based on extensive experience and an advanced level of expertise to achieve required outcomes.
- Excellent interpersonal and communication skills and proven ability to quickly develop a strong positive rapport with students, staff, and other school community members.
- Exceptional organisational and time management skills along with an ability to manage and maintain accurate records and files, effectively prioritise tasks, be proactive and meet required timelines.
- Able to work self-directed and without guidance and exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise across a range of areas associated with the role.
- Demonstrated leadership skills and experience with ability to positively influence and support school leaders, team members and other staff and inform the development of policy and strategies of significance to enhance and achieve school priorities.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to lead and deal effectively with unexpected situations and/or emergencies.
- An active demonstrated commitment to ongoing professional learning and development.

ROLE REQUIREMENTS

- A University qualification in Counselling (or equivalent) and comprehensive demonstrated knowledge and experience in a comparable role, particularly with children and young people, including those with special needs.
- Current registration and/or membership of a relevant and recognised professional organisation/registration body as required by legislation.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.

- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.