



Position Description

Position:	Student Counsellor
Appointed by:	The Principal
Responsible to:	Principal / School Counsellor
Location:	Garnsey Campus, with visits to other campuses as required
Other:	This position holds a 3 year tenure from 2026 - 2029

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The Student Counsellor plays a vital role in supporting the mental health, wellbeing and educational engagement of students. Drawing on qualifications in psychology or counselling, the practitioner works collaboratively with staff, students, and families to foster a safe, inclusive, and supportive

school environment. The role contributes to the development of a whole school approach to wellbeing and pastoral care, with a focus on capacity building and student centred support.

Responsibilities and Accountabilities:

Duties in relation to the position include, but are not limited to, the following:

1. Testing Services (if appropriately qualified)

- Administer appropriate psychometric and other testing to assess needs including learning, psychological and behavioural at the request of the School and following the approved referral process.

2. Counselling Services

- Provide a counselling service to students (and where appropriate, their families) seeking academic or personal assistance;
- Refer students to suitable outside agencies when appropriate;
- Act as a consultant to staff when necessary, including assisting in classes where the Counsellor's specific skills will be of value;
- Plan evidence-based interventions in collaboration with other staff, relevant professionals and parents;
- Be available to assist with the response to critical incidents requiring counselling intervention.

3. Pastoral Care

- Assist in the development and implementation of programs, policies and protocols relating to emotional wellbeing, academic care and personal development and the mental health of students and participate in conducting such programs;
- Demonstrate care and concern for the spiritual, emotional, social and academic development of students;
- Communicate concerns and proactively advise Mentors, Class teachers, Heads of Year, Chaplain, Heads of Campus, Learning Support Coordinators or Principal as appropriate.;
- Proactively advise the School on current best practice therapeutic trends and programs;
- Promote, participate in and assist with the extracurricular programs of the School, interacting with students in activities outside the set daily timetable.

4. Community Development

- Develop and facilitate workshops for students, staff and members of the School community as required;
- Provide professional learning to build capacity of the School and families to improve students' learning and developmental outcomes;
- Share knowledge and skills with teaching staff through professional learning with respect to School recognised goals, program and values e.g. restorative practice, growth mindset, positive education, mindfulness, grief and loss;
- Develop administer and/or participate in programs which support the pastoral ethos of the School as required;
- Be familiar with and communicate regarding specific services and programs available within the local community, and liaise with community agencies and other referral networks when required.

5. Administration

- Devise and maintain a record keeping, communication and confidential storage system for counselling cases to meet professional, legislative and School requirements;

- Produce reports of formal evaluations and assessments and communicate these with appropriate staff;
- Provide the Heads of Campus with regular summary reports of students being counselled or assessed;
- Work in close co-operation with the Heads of Campus, Pastoral teams and Learning Support Coordinators through participation in regular meetings involving each group;
- Attend regular professional meetings/workshops as required for registration.

6. Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding, and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

Key Selection Criteria

- Tertiary qualifications in Psychology, Counselling, Social Work, or a related discipline.
- Registration with a relevant professional body (e.g. AHPRA, ACA, PACFA).

- Demonstrated experience working with children and adolescents in an educational or clinical setting.
- Strong understanding of child and adolescent development, mental health, and trauma-informed practice.
- Excellent interpersonal and communication skills, with the ability to build trust and rapport with students, families, and staff.
- Ability to work independently and as part of a multidisciplinary team.
- Commitment to ethical practice, confidentiality, and continuous professional development.
- Possess the ability and willingness to uphold and role model the School's values and Anglican ethos.

Desirable Criteria

- Experience in developing and delivering wellbeing programs in schools.
- Knowledge of school systems and educational frameworks.
- Familiarity with referral pathways and community support services.

Statement of Commitment to Child Safety

Creating and maintaining a student-safe culture requires input from the entire School community. Our aim is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a Growth Mindset through classroom experiences and in our approach to academic care, practices, policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

If applying for a position, please note that Gippsland Grammar is a child-safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).

As such, preferred applicants will be subject to child protection screening, background and reference checks, and verification of identity checks and must adhere to the School's child-safe practices, as outlined in the Student Protection Program policies on the School's website.