



Position Description: School Counsellor

Reports to: School Psychologist
Employment Type: Part-time (FTE 0.4)
Prepared by: RWA & William Jackson

Date: October 2025

Purpose of the Position

The School Counsellor is a member of the Wellbeing Team and is responsible for providing evidence-based Christian counselling services to optimise the learning, development, and wellbeing of students at Maranatha Christian School.

They are expected to demonstrate a Christ-centred life, attitudes and behaviours and they are also expected to support, encourage and participate in the fulfillment and/or the enactment of the School's vision and strategic plan.

Key Duties and Responsibilities

Responsibilities to Students ELC-Year 12:

- Provide evidence-based individual and/or group counselling to students, addressing social, emotional, behavioural, and academic challenges.
- Collaborate with teachers, parents, and external agencies to support student wellbeing and academic success.
- Conduct risk assessments and manage student safety concerns.
- Ensure compliance with mandatory reporting obligations under Victorian legislation.
- Conduct mental health assessments and develop appropriate evidence-based strategies to meet counselling goals.
- Maintain accurate and confidential case records, adhering to ethical and professional standards.
- Maintain accurate and up to date records related to the Nationally Consistent Collection of Data on School Students with Disability (NCCD).
- Collect and analyse data to review progress with students.
- Work within a short-term counselling model.
- Make appropriate external referrals.
- Develop and implement student wellbeing programs and initiatives that promote resilience, positive relationships, and mental health awareness.
- Other duties as directed by leadership.

Qualifications and Experience

- Post Graduate Qualifications such as a Master's degree in either Counselling, Psychology or Social Work.
- Registration with the appropriate governing or professional body (e.g. ACA, PACFA, AHPRA, APS).
- Demonstrated experience working within their professional Code of Conduct.

- Strong understanding of ethical frameworks and industry professional standards including informed consent and confidentiality.
- Proficient knowledge of risk and harm management, including Victorian mandatory reporting laws.
- Demonstrated ability to provide evidence-based counselling and support to children, adolescents and their caregivers.
- Excellent written, verbal, and non-verbal communication skills.
- Demonstrated ability to work independently and as part of a team.
- Excellent computer skills.
- Committed to ongoing learning and development.
- Current Working With Children Check (WWCC).

Desirable

- Experience working in an educational settings.
- Experience case managing complex student needs.
- Experience liaising with school leaders.

Scope of the Position

Number of People Managed or Supervised: Nil

Annual Budget Expenditure Responsibility: Nil

Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students ELC to Year 12	✓			
Parents		✓		
Teaching Staff	✓			
School Psychologist		✓		
Education Support Staff			✓	
Pastoral Care Leaders		✓		
Teachers			✓	
Administration Staff			✓	
Building /Grounds Staff				✓
Principal / Section Heads			✓	
Business Manager				✓
External Professionals			✓	
Compliance Bodies				✓

Professionalism, Teamwork and Communication skills

- Practice according to the school's goals, values and attributes.
- In all dealings present a highly professional, friendly and responsive attitude.
- Demonstrate the ability to work positively within the team to achieve specific and measurable goals.
- Employ excellent communication skills both face to face and written.
- Contribute to the team in a way that shows knowledge and information are valued and shared.

- Provide information or consultation to develop the knowledge and practice of the wellbeing team in relation to client issues and professional practice.
- Contribute to a team culture that engenders transparency, responsibility and accountability.
- Work harmoniously with other team members and contribute to a positive work environment.
- Ability to plan and manage work flow, delivering specific and measurable outcomes on all work tasks in a timely manner.
- Take reasonable care of your own health and safety, and others who might be affected by your acts or omissions in the workplace.

Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health & Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal, Business Manager, Head of Campus and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Campus or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in the School's portal.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.