

POSITION DESCRIPTION

College Counsellor



The College Counsellor at Kolbe Catholic College plays a key role in fostering the wellbeing of students, through both proactive and responsive support. This includes providing counselling services, and collaborating with staff to support individual students, provide insights into evolving mental health needs and to maximise the social-emotional development of all students.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#))

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

LOCATION

The primary place of work is St Catherine campus. However, at the Principal's discretion the College Counsellor may be required to perform duties at St Clare or any other campus operated by Kolbe Catholic College.

RESPONSIBILITIES:

Counselling:

- Conducting individual and group counselling and programs for mental health, emotional challenges, and family issues.
- Facilitating small group preventative and proactive programs for students.
- Ensuring a high level of care and concern for each student accessing counselling support.
- Maintaining strict confidentiality, as appropriate.

Communication and Collaboration:

- Communicating students' needs and planning evidence-based interventions with staff, professionals, and parents.
- Maintaining effective communication with relevant school leaders and staff.
- Initiating contact with parents and ensuring ongoing communication is maintained, including managing counselling consent processes.

Case Management:

- Planning evidence-based interventions in collaboration with staff, professionals, and parents.
- Liaising with external professionals and agencies and referring students when necessary.
- Advocating for students with additional needs and other issues.
- Maintaining accurate records of case management and referrals.

Child Safety:

- Identifying and reporting child safety matters to College Leadership, the Melbourne Archdiocese of Catholic Schools (MACS), the Department of Family, Fairness & Housing (DFFH) and/or Victoria Police in line with Mandatory Reporting requirements and the College Child Safety policies
- Supporting staff to make Mandatory Reports
- Providing ongoing support to students impacted by family violence
- Participating in the Child Safety team and Mandatory Report Review meetings

Wellbeing Promotion:

- Assisting in the organization and implementation of programs that address the developmental needs of students, including the development of SEL programs and resources.
- Educating students about mental health issues and self-awareness.
- Collaborating with relevant stakeholders in program design, implementation, evaluation, and improvement.

Professional Development:

- Providing professional learning for teaching staff and parents, as directed.
- Maintaining professional competence and continued professional learning.
- Writing articles or items for the school newsletter and/or social media platforms on relevant issues.

OTHER DUTIES

- Collecting, collating, and maintaining student information and records.
- Maintaining awareness of school community issues and events.
- Providing regular reports to the Directors of Students and Deputy Principal (Students).
- Engaging in professional communities and networks.
- Participating in the life of the School community as required.

POSITION CLASSIFICATION:

- Remuneration: CEMEA2022 – ESB- 3
- Tenure: Part Time 0.6 FTE, ongoing.
- Start Date: January 2026

- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

- Tertiary qualifications in counselling.
- Strong knowledge of child and adolescent development.
- Experience in counselling school-aged children and/or adolescents.
- Ability to conduct educational and/or psychological assessments.
- Demonstrated commitment to exceptional ethical and professional standards.
- Proven capacity to build and maintain strong relationships and effective communication with key stakeholders.
- Strong organizational and time management skills.
- Ability to manage competing priorities in a busy school environment.
- A commitment to inclusivity and diversity, and strong cultural awareness
- Generosity of spirit, initiative, enthusiasm, and an ability to remain calm under pressure.