



## Application Guidelines

Position:	Student Counsellor
Reporting To:	Wellbeing and Inclusion Leader
Tenure:	0.6-0.8 FTE (negotiable), contract position
Closing Date:	Monday 20th July 2026 at 4pm

## How to Apply

1. Read the Job Description and assess your skill level and experience against it
2. Prepare a cover letter
3. Prepare a resume including the names and details of two professional referees and one pastoral/personal referee, along with their contact details.

Applications are preferred via email in a published format (e.g. PDF) and can be emailed to the People and Compliance Leader, Mrs Kathy Cleggett at [kcleggett@immanuelps.sa.edu.au](mailto:kcleggett@immanuelps.sa.edu.au)



## About Immanuel Primary School

### **Ethos Statement**

The Lutheran school is an agency of the Lutheran Church of Australia through which the church seeks to carry out its ministry to the people of Australia.

The specific ministry and mission of the Lutheran school is to provide quality formal education in which the Word of God informs all learning, teaching and activities and forgiveness and grace govern the relationships of the members of the school community. In order to fulfil this ministry and mission, the staff and management in the Lutheran school will be committed to the Christian faith. Therefore, staff will strive to develop an understanding of the Lutheran school as a community where all individuals are in service to one another because of what Christ has done for us.

### **School Context**

Immanuel Primary School is one of the 85 systemic Lutheran schools in Australia that has God's Word at the centre of life. Through the Lutheran faith we share a history of schooling in Australia spanning 175 years.

Sited on the same campus as Immanuel College, Immanuel Primary School offers an exceptional range of programs, facilities and options for students pursuing the ELC to Year 12 journey.

Immanuel Primary School is an innovation school that was accredited in 2004 by the International Baccalaureate (IB), for delivering the Primary Years Program (PYP) in an exceptional manner. Immanuel connects the strengths of spirituality and learning through the celebration of the gospel and an outstanding educational program with a very active co-curricular program. Central to the approach at Immanuel Primary School is the belief of partnership with parents and teachers working together to provide the best possible environment and quality of care for all students. There are 700 students attending from ELC to Year 6.

### **Our Mission**

It is the mission of Immanuel Primary School to be a supportive community where well-being is nurtured, innovative teaching empowers learners to take responsible action and the message of Jesus Christ is communicated and celebrated.

Our mission is taught, modelled and lived through the values of Respect, Flourish, Serve.



## Job Description

### Position Objective

The Student Counsellor provides counselling and support strategies within the Immanuel Primary School community. The Student Counsellor promotes the social and emotional wellbeing of the school community, with a student-centred focus. The Student Counsellor assists the teachers and leaders in the school with the social and emotional development and wellbeing of the students.

### Student Counsellor Characteristics

#### Personal Requirements and Specific Attributes

The Student Counsellor will have a clear commitment to and an understanding of the ethos that underpins the Lutheran school system. The student counsellor must have a Working With Children Check and Responding to Risks of Harm, Abuse and Neglect training. A relevant qualification in Psychology, Social Work or Counselling is a requirement of the role.

The Student Counsellor will demonstrate:

- discretion, confidentiality, honesty and integrity in his/her relationships;
- high quality interpersonal and organisational skills;
- an ability to communicate sensitively and confidentially with staff, parents and students;
- an ability to work flexibly, autonomously and collaboratively and to work within a fast-paced school environment with priorities and deadlines;
- an ability to work one to one with students, as well as in small groups;
- an ability to provide social, emotional and behavioural interventions for students and their families appropriate to primary-aged children;
- competent technology skills;
- an ability to form positive relationships with students and a desire to support their development;
- an ability to work as part of a team;
- a professional attitude towards policies, procedures and expectations; and
- a willingness to develop professional learning plans and engage in professional development.



## Key Responsibilities

The role of the Student Counsellor is to assist teachers and leaders in the school with the wellbeing development of students to improve learning outcomes. This includes but is not limited to:

- supporting and communicating with School Leadership, relevant staff and other organisations in regards to wellbeing concerns of students;
- providing specialised personal and educational counselling service for students. Such counselling may be initiated by the students themselves, by staff or by parents;
- working with students and teachers in the classroom environment in the delivery of social and emotional learning;
- working with students in small groups or individually;
- liaising confidentially with school leaders and teachers;
- liaising with relevant external service providers in regards to wellbeing concerns of students;
- referring, when necessary, to external providers;
- providing updates on student needs to parents, teachers and leaders in the school;
- maintaining clear lines of communication with leaders, teachers, parents and other staff involved in the care and support of students;
- maintaining and adhering to legal requirements regarding record-keeping and maintenance of appropriate and confidential records;
- maintaining a cooperative and collaborative working relationship with other staff;
- assisting in the transition of students from Immanuel Primary School to Immanuel College to promote the maintenance of care;
- compiling and keeping updated resources in relation to specialist services;
- identifying 'At-Risk' community members and developing appropriate forms of intervention;
- assisting in the planning and delivery of parent information sessions and specific study groups;
- participating in camps, parent teacher events, meetings etc. where deemed appropriate;
- assisting teachers with indoor and outdoor supervision;
- contributing to the State's counselling networks by taking part in Independent Schools Counsellor/Psychologist network group, conferences and meetings where deemed appropriate;
- other duties as deemed appropriate for the role.



## Training and Knowledge

Provide evidence of:

- A relevant qualification in Psychology, Social Work or Counselling.
- Current Working With Children Check.
- Responding to Abuse and Neglect training.
- Minimum Basic Emergency Life Support First Aid Training.
- Valuing Safe Communities training or willingness to complete upon appointment.

## Accountability

The Student Counsellor reports directly to the Wellbeing and Inclusion Leader and works alongside the Principal, Assistant Principals, School Chaplain within the Wellbeing Team.