



Role Description

College Counsellor

Department/Faculty	Psychological Services
Reports To	Principal via Head of Psychological Services
Location	Senior Campus
Type of Employment	The position of the College Counsellor is an ongoing, stand-down position and the successful applicant will be required during term time only.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Wellbeing Service Staff - Level 4

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The College Counsellor is a member of the Pastoral Care Team which is inspired at all times by the highest Ignatian ideals of Companionship and Team. The College Counsellor acts as a resource for Years 5-12 students in terms of personal issues that affect their development.

The College Counsellor assists the House, Boarding and Pastoral systems within the College, liaising closely with Heads of House, Heads of Division, the College Chaplains, and Health Clinic staff in their identification of and support of students who require specialised assistance.

Role Responsibilities

The role of College Counsellor has four main components:

Identification

- Working closely with Heads of House, Heads of Division, the College Chaplains, Health Clinic staff and parents to identify students who may need assistance and to develop appropriate interventions for such students.
- Identifying and encouraging students who may be facing social, emotional and/or academic challenges.
- Assisting students to access psycho-educational assessment and implement strategies and recommendations.



Assistance

- Triage, referral and case management.
- Individual counselling of students.
- Supporting parents with regard to their children.
- Provision of written reports to parents, students, and teachers.
- Assistance with the development and implementation of student wellbeing programs.
- Available for consultations with staff of the College.
- Ability to conduct group programs across year groups.
- Participation in wellbeing meetings to ensure a comprehensive, team approach in caring for and supporting students

Referral

- Ongoing referrals to outside agencies that can provide relevant support e.g. Adolescent Clinics, Hospitals, Psychiatrists, Clinical Psychologists, Paediatricians, Community Health Centres, DCJ.

Other Duties to be performed by the College Counsellor include:

- Participation in regular team meetings.
- Participation in committees e.g. Critical Incidents Committee.
- Liaison with the School Leadership Team, Health Centre Staff and Centre for Learning Enrichment regarding students with special needs.
- Maintenance of case records.
- Knowledge of government legislation relating to Child Protection and timely advice on such matters to School Leadership Team.
- Participation in regular supervision with a suitably qualified clinician.
- Mandatory reporting to the Principal.
- Presenting evidence-based wellbeing information and practical skills to student, staff and parent audiences.

Success Criteria

- Provides timely, professional and evidence-based counselling support to students, with appropriate assessment, triage, intervention, referral and follow-up.
- Works collaboratively with Heads of House, Heads of Division, Boarding staff, Chaplains, Health Clinic staff, parents and external providers to support student wellbeing and safety.
- Maintains accurate, confidential and professional case records, reports and communication in accordance with ethical, legislative and College requirements.
- Demonstrates sound professional judgement, discretion, empathy and sensitivity when working with students, families and staff.
- Contributes actively to wellbeing programs, group initiatives, meetings and critical incident responses to strengthen the College's pastoral care framework.
- Upholds child safeguarding, mandatory reporting, WHS and professional registration obligations, while actively supporting the Catholic and Jesuit ethos of the College.

Selection Criteria

- Must be a registered Psychologist with AHPRA and a member, or eligible to be a member of the APS.
- Hold formal qualifications which must include psychology.



- Excellent communication skills, including both verbal and written.
- Willingness to actively promote the Catholic ethos and mission of the College.
- Have experience counselling adolescent males using evidence-based interventions.
- Demonstrate ability to participate and embrace a team approach to child/adolescent wellbeing.
- Must have discretion and high ethical standards.
- Must display sensitivity and empathy.

The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school

Safeguarding Children and Young People

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation



ROLE DESCRIPTION

- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.