

# Position Description

<b>Position Title</b>	Student Counsellor – Upper Primary Years (Years 5 and 6)
<b>Reports to:</b>	Head of Primary Years
<b>Overview</b>	To support the wellbeing and mental health of students through the provision of professional counselling and preventative/proactive initiatives; including working with parents and caregivers and external services as required.
<b>Main Objectives</b>	<ol style="list-style-type: none"> <li>1. To provide appropriate counselling services addressing the social, emotional, behavioural and developmental needs of students</li> <li>2. Collaborate as appropriate with relevant pastoral and academic staff in relation to the individual needs of students</li> <li>3. Provide programs responsive to the pastoral and psychosocial needs of the College Community in support of students</li> <li>4. Ensure knowledge and understanding of the nature of the counselling service and referral processes are readily available within the College community</li> <li>5. Acquire and utilise current professional knowledge to enhance the counselling services provided</li> <li>6. Work closely and collaboratively with Counselling peers to support and enhance the service across the College</li> </ol>
<b>Duties and Responsibilities – Student Counsellor</b>	<ol style="list-style-type: none"> <li> <b>1. To provide appropriate counselling service</b> <ul style="list-style-type: none"> <li>• Plan, negotiate and deliver a counselling service for students and liaise with their parents and families as appropriate</li> <li>• Manage the confidentiality of the counselling relationship within the framework of legal, ethical, child safety and College operations considerations</li> <li>• Work collaboratively with other pastoral care and academic staff and relevant professionals in the best interests of the student; within and alongside Collaboration Meeting program (this position is a key member)</li> <li>• Notify relevant Head of Sub School of child safety concerns as per legal requirements</li> <li>• Make recommendations to external support (e.g., Psychologists, Medical Practitioners) as appropriate and work with these providers where relevant to triage the support for students within the College</li> </ul> </li> <li> <b>2. Ensure appropriate systems are utilised to support student needs.</b> <ul style="list-style-type: none"> <li>• Implement and manage efficient processes of referral and ensure these options are understood by relevant stakeholders.</li> </ul> </li> <li> <b>3. Develop and deliver initiatives responsive to the pastoral and psychosocial needs of the College Community in support of students</b> <ul style="list-style-type: none"> <li>• Work with team to ensure systems in place to capture, understand and identify current and future needs of student wellbeing, in collaboration with relevant stakeholders.</li> </ul> </li> <li> <b>4. Acquire and utilise current professional knowledge to enhance service provision</b> <ul style="list-style-type: none"> <li>• Develop and maintain relationships with professionals in related areas</li> <li>• Share knowledge with peer Counsellors and together lift the capabilities of counselling services.</li> </ul> </li> <li> <b>5. Manage relevant workflow linked to services provided and collaborate with peer Counsellors</b> <ul style="list-style-type: none"> <li>• Record case notes and other relevant documentation on the College database system, Synergetic, in a timely manner</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Prepare and deliver relevant correspondence with external services external services, as required, to support the well-being of a student</li> <li>• Manage caseload by developing effective organisational systems and developing appropriate teamwork with peer Counsellors to manage overall capacity with consideration to student and stakeholder experience and clarity.</li> </ul>
<p><b>Duties &amp; responsibilities – all employees</b></p>	<p><b>Responsibilities and duties</b></p> <ul style="list-style-type: none"> <li>• Respect and uphold our Mission of “Excellence in Christian Co-Education” and our Christian Ethos.</li> <li>• Uphold Code of Conduct and Valuing Safe Communities standards.</li> <li>• Health and Safety: <ul style="list-style-type: none"> <li>• take reasonable measures to protect their own health and safety and others</li> <li>• follow all reasonable Health and Safety policies, guidelines and directions</li> <li>• if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources and training available to their team members.</li> </ul> </li> <li>• Understand and uphold standards in policies and other reasonable directions as directed.</li> <li>• Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement.</li> </ul> <p><u>Key performance indicators</u></p> <ul style="list-style-type: none"> <li>• Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required</li> <li>• Demonstrates accountability to safe work practices for themselves and others <ul style="list-style-type: none"> <li>• Reports safety risks, near misses or incidences</li> <li>• If in a leadership position, demonstrates active Health &amp; Safety discussions, information sharing and decisions within functional operations (e.g. team meetings)</li> </ul> </li> <li>• Actively and effectively participates in reasonable directions provided</li> </ul>
<p><b>Selection Criteria</b></p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful Student Counsellor:</i></p> <p><b>SC1 – Qualifications</b></p> <ul style="list-style-type: none"> <li>• Must hold Student Counselling and/or relevant qualifications with appropriate professional membership.</li> <li>• Demonstrated work experience in relevant field, beyond entry level, preferably in a school environment or working with students/children and parents.</li> </ul> <p><b>SC2 – Demonstrated Understanding of Child Development</b></p> <ul style="list-style-type: none"> <li>• Proven experience in providing social, emotional and behavioural interventions for students and their families appropriate to Upper Primary.</li> </ul> <p><b>SC4 - Demonstrated ability to initiate, organise and prioritise workflow</b></p> <ul style="list-style-type: none"> <li>• Ability to work autonomously and collaboratively, meet tight deadlines within a pressured environment and think analytically to solve complex problems</li> <li>• Demonstrated skills for effective management of administration work to facilitate overall outcomes and student/stakeholder experience</li> </ul> <p><b>SC5 – Demonstrated ability to co-ordinate and negotiate diverse needs</b></p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively with a range of needs and interests towards agreed outcomes</li> </ul>

	<p><b>SC6 – Demonstrated ability to build and manage professional relationships</b></p> <ul style="list-style-type: none"> <li>• Ability to manage professional relationships and create a culture of collegiality with students, parents, staff and peers</li> <li>• Experience and capability to manage multiple reporting relationships and understanding of skills required to work in a large organisation</li> <li>• Ability to communicate sensitively with students, parents and staff, while managing confidentiality appropriately</li> <li>• Experience and flexibility to apply a range of highly effective written and verbal communication skills</li> <li>• Ability to work as collaborative member across a complex matrix of teams.</li> </ul> <p style="text-align: center;"><b>All employees</b></p> <p><b>SC-E1 - Personal capabilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct</li> <li>• Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College’s strategic and operational objectives and values.</li> </ul> <p><b>SC-E2 – Christian Ethos</b></p> <ul style="list-style-type: none"> <li>• An understanding of and respect for Christian values and demonstrable support for the College’s Lutheran ethos.</li> </ul>
<b>Classification</b>	<p><b>Classification</b> – School Officers Award (level dependant on experience)</p> <p><b>Tenure</b> – Part -time / Permanent (0.5 FTE) with flexibility of being on call on term breaks</p> <p><b>Terms and Conditions</b> – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.</p>
<b>Compliance requirements</b>	<p>Right to Work in Australia</p> <p>Blue card</p> <p>Maintain membership of relevant Professional Associations</p> <p>Attend regular supervision in line with professional requirements</p>
<b>Location:</b>	<p>Indooroopilly</p> <p>66 Harts Road, Indooroopilly QLD 4068</p>

DATE WRITTEN / LAST REVIEWED: 02/09/2022