

'VINCIT QUI SE VINCIT' ONE CONQUERS, WHO CONQUERS ONESELF

POSITION DESCRIPTION – School Counsellor

Vision	Firbank students embody our motto – conquering themselves, their challenges and embracing possibilities.
Purpose	Firbank provides more than exceptional education. We care about our students and offer a breadth of experiences, knowledge and skills that equip them to be continuous 'conquerors of learning' and ready for life.
Values	Compassion, courage, curiosity, integrity and respect

FACULTY/POSITION	Wellbeing Department
LOCATION	Brighton
REPORTS TO	Principal
FUNCTIONAL RESPONSIBILITY TO	Deputy Principal/Head of Senior School
POSTION PURPOSE	Responsible for the providing School Counselling services in conjunction with the School Psychologist and Counselling Team. The School Councillor will have demonstrated a clear understanding of processes and procedures associated with handling case-sensitive situations and of the importance of maintaining strict confidentiality, where appropriate.
KEY FOCUS	The School Counsellor will hold the appropriate qualifications and extensive child counselling experience. They will liaise closely with the counselling teams, and School Leaders especially those entrusted with student wellbeing responsibilities, so that together they can provide timely and proactive

support for our students, whilst also being equipped to provide direction for other staff, when unexpected situations arise.

KEY RELATIONSHIPS

INTERNAL

- Principal
- Deputy Principal/Head of Senior School
- Counselling Team
- Students

EXTERNAL

- Parents
- External Providers

APPRAISAL The appointee to this position will be required to undergo a yearly Professional Review with the Deputy Principal/Head of Senior School

KEY RESULT AREAS

1. SCHOOL COUNSELING

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Provide counselling services to students on daily capacity and needs basis	Students are met with in a timely manner
Be available to the School Psychologist as needed to respond to "critical incidents"	Work with students, School Psychologist and Deputy Principal/Head of Senior School and Principal in during critical incidents
Maintain accurate and up to date data to be shared with the Director of Wellbeing and other School leaders as necessary	Records are maintained in line with school processes and in the appropriate forum
Attend school camps as required to support students.	Camps are attended when needed.

2. REPORTING OF COUNSELLING SERVICES

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Database and record keeping for staff and students	Data is up-to-date and accurate

3. HEALTH AND SAFETY

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Follow all Health and Safety policies and procedures	Observes Health and Safety Policy
Report all known or observed hazards to Health and Safety Staff representatives	Reports hazards when observed

8. HEALTH AND SAFETY – NON-TEACHING STAFF

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Responsible for understanding and applying Firbank’s Child Safety Policies and procedures	Has read and observes policies and procedures
Identifying and addressing Child Safety Risks, Child abuse indicators, Management of disclosure and Internal and external reporting obligations.	Has completed relevant training and observes policies and procedures
Complying with School Staff/student boundaries	Acts according to Child Safety Code of Conduct
Taking all practicable measures to protect students where a risk to their safety has been identified whilst under your care.	Considers and manages the safety of students within the school environment (eg. camps/excursions, online environment, competitions, other events etc.)

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position.
Firbank Grammar School reserves the right to vary this position description to meet the needs of the School.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE

- Appropriate experience as necessary with Student Counselling in an educational institution
- Effective communication to create strong professional relationships with other staff in order to provide the best possible service for students and parents

KEY ATTRIBUTES

- Confidentiality
- Organization