



## ROLE DESCRIPTION | COLLEGE COUNSELLOR – REGIS CAMPUS

### THE COLLEGE

Saint Ignatius' College Riverview was established in 1880 as a Catholic boys' school in the Jesuit tradition. Located in Lane Cove, Sydney, Cammeraigal Country, this leading independent school delivers a holistic education to both day and boarding students from Years 5 to 12.

As one of the most prominent schools in New South Wales, Riverview aims to transform young men by empowering them to strive for excellence in all areas of their lives – in their studies and their co-curriculum activities, underpinned by a deepening experience of their faith and involvement in the Ignatian Service Program.

Saint Ignatius' College Riverview acknowledges the Cammeraigal people who are the Traditional Custodians of this land upon which we are privileged to live and educate. We pay our respects to the Elders past and present and extend that respect to all First Nations people who dwell on this land.

### OUR MISSION

Our mission is to provide a holistic Catholic education for boys that inspires them to a life-long development of their faith. Informed by the spirit of Saint Ignatius' of Loyola and grounded in Gospel values of justice, service, discernment, conscience and compassion, the College aims to produce young men who are cognisant of and responsive to global citizenship in a rapidly changing world.

#### 1. ROLE PURPOSE

The College Counsellor – Regis Campus is inspired at all times by the highest Ignatian ideals of AMDG, 'For God's Greater Glory'. Within this context lies the Ignatian concept of Companionship and Collegiality. This relationship was modelled by Ignatius' and his early companions and strives to uphold the virtues of being people for and with others.

The College Counsellor – Regis Campus is a member of the Regis Campus Pastoral Care Team and acts as a resource for Years 5-6 students in terms of personal issues that affect their development.

#### 2. ROLE ACCOUNTABILITY

The College Counsellor – Regis Campus is directly responsible to the Head of Regis Campus and the Head of Psychological Services.

#### 3. ROLE RELATIONSHIPS

The College Counsellor – Regis Campus works with the Head of Regis, Head of Psychological Services, Classroom Teachers and Specialist Teachers, in their identification of and support of students who require specialised assistance.

#### 4. ROLE RESPONSIBILITIES

##### 4.1 College ethos

- 4.1.1 To support initiatives for the growth of Christian values and the Ignatian tradition within the College community.
- 4.1.2 To give personal witness to Christian values in carrying out daily duties.

The role of College Counsellor – Regis Campus has four main components:

##### 4.2 Identification

- 4.2.1 Working closely with Heads of Regis, Assistant Head of Regis and Homeroom Teachers, to identify students who may need assistance and to develop appropriate interventions for such students.
- 4.2.2 Identifying and encouraging students who are uninvolved in mainstream school life.

- 4.2.3 Assisting students to access psycho-educational assessment and implement strategies and recommendations.
- 4.2.4 Behavioural emotional assessment.

### **4.3 Assistance**

- 4.3.1 Individual counselling of students.
- 4.3.2 Assistance to and counselling of parents with regard to their children.
- 4.3.3 Provision of written reports to parents, students, and teachers.
- 4.3.4 Assistance with the development and implementation of student welfare programs.
- 4.3.5 Available for consultations with staff of the College.
- 4.3.6 Ability to conduct group programs across year groups.

### **4.4 Referral**

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

### **4.5 Ongoing student support**

- 4.5.1 Establishment and maintenance of a system of follow-up of students.
- 4.5.2 Maintenance of case records.
- 4.5.3 Involvement in student welfare network

## **5. OTHER DUTIES**

Other Duties to be performed by the College Counsellor – Regis Campus include:

- 5.1 Participation in Team Meeting such as Counsellor meetings as well as regular meetings with the Regis Pastoral Care Team.
- 5.2 Participation in committees e.g. Critical Incidents Committee.
- 5.3 Liaison with the Campus Leadership Team.
- 5.4 Liaison with Health Centre Staff.
- 5.5 Liaison with the Centre for Learning Enrichment regarding students with special needs.
- 5.6 Knowledge of government legislation relating to Child Protection and timely advice on such matters to Campus Leadership Team.
- 5.7 Participation in regular supervision with a suitable qualified person.
- 5.8 Mandatory reporting to the Principal.
- 5.9 Playground supervision duty as required.

## **6. PERSONAL ATTRIBUTES**

The College Counsellor – Regis Campus should ideally possess the following attributes:

- 6.1 Outstanding communication, especially with adolescent boys.
- 6.2 Sensitivity and empathy.
- 6.3 High ethical standards.
- 6.4 Self-motivation.
- 6.5 Encouragement and support for students and families in need.
- 6.6 Calmness and confidence.
- 6.7 Discreetness and confidentiality.
- 6.8 Professionally dedicated.
- 6.9 Ability to engender trust.

## **7. ESSENTIAL QUALIFICATIONS**

- 7.1 The College Counsellor – Regis Campus can be a Registered Psychologist with AHPRA and a member, or eligible to be a member of the APS.
- 7.2 Formal qualifications must include psychology or counselling

## **8. OTHER SKILLS**

- 8.1 The College Counsellor – Regis Campus will be familiar with psychological and education assessment tools such as the WISC V and other measures of cognitive ability.
- 8.2 They will also have experience in an educational context and have experience or an interest in boy's education.

## **9. WORK HEALTH AND SAFETY (WHS)**

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

- 9.1 Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- 9.2 Participating in WHS training and education as appropriate.
- 9.3 Engaging with College policies and procedures around WHS

## **10. 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 Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. 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:

- 10.1 Provide a welcoming and safe environment for children and young people
- 10.2 Promote the safety and wellbeing of children and young people to whom we provide services
- 10.3 Ensure that your interactions with children and young people are positive and safe
- 10.4 Provide adequate care and supervision of children and young people in your charge
- 10.5 Act as a positive role model for children and young people
- 10.6 Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- 10.7 Participate in Child Protection training and education as appropriate
- 10.8 Maintain valid 'working with children' documentation
- 10.9 Undergo periodic 'national criminal history record' checks
- 10.10 Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

## **11. APPRAISAL / REVIEW CONDITIONS**

The College Counsellor – Regis Campus will be required to undergo a yearly Professional Review with the Head of Regis Campus and Head of Psychological Services as an integrated part of their professional development.

## **12. TERMS OF EMPLOYMENT**

The College Counsellor – Regis Campus is a part-time (16 hours per week), ongoing position.

## **13. REMUNERATION**

The remuneration for this position will be commensurate with qualifications, skills and experience, and will be reviewed annually in accordance with College guidelines.