

Lead Counsellor| Position Description

Position Title	Lead Counsellor
Department	Counselling
Reports to	Deputy Head of College
Overview	<p>The Lead Counsellor will have responsibilities for the full oversight of Student Counselling at St Peters Lutheran College. This role will include the supervision of all Counsellors to ensure policy, procedures and reporting requirements are being met.</p> <p>They will provide pastoral care to assist in maintaining the wellbeing of the students, parents/families, and staff of St Peters Lutheran College. Many of the specific duties outlined below, require a 'team approach'. The Lead Counsellor is expected to work closely with other members of the College's Academic Care and Wellbeing Team and consult and collaborate with members of the Senior Leadership Team where appropriate.</p> <p>Child Safety: It is an expectation that every staff member of St Peters Lutheran College be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.</p>
Duties and Responsibilities	<p>The Lead Counsellor's responsibilities include:</p> <p>Counselling</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Counselling students. • Oversee counselling services at the College focussing on students and their needs. • Oversee the coordination of external counselling support services that are arranged for out of school hours for students and families, when required. • Allocate and oversee counselling duties and responsibilities to self and fellow counsellors, as required from time to time, after consultation with the Heads of Sub-school. • Provide leadership in professional attitudes and growth, command of current practice, departmental organisation and concern for students. • Ensure that students are encouraged and assisted to establish the use of services provided by the department and ongoing services to the College where appropriate. • Provide counselling and psychology input as requested and required across the curriculum areas liaising with the Director of Teaching and Learning Innovation. • With the Head of Sub-Schools, ensure the running of collaboration meetings. • Support the Academic Care and Wellbeing of students by meeting regularly with Boarding, Nursing and Ministry Staff and coordinate information with the Year Level Coordinator, Deputy Head of Sub-Schools and Head of Sub-schools, particularly about student risk and family needs. • Coordinate the transition process between sub-schools for students requiring ongoing counselling support.

	<ul style="list-style-type: none"> • Ensure that any staff requiring counselling are referred to the People and Culture team for internal or external counselling.
	<p>Administration</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Development of departmental practice guidelines to ensure consistency of practice, clarity for staff, students and parents. • Ensure accurate records are kept of all counselling on the student database (Synergetic) and oversee all aspects of counsellors' work. • Ensure that policies and procedures, as they relate to counselling are adhered to, kept up-to-date and new ones developed, as required, ensuring these are appropriate and reviewed regularly. • Frequent utilisation of data to ensure caseloads are managed appropriately and the needs of the community are being met. • Ensure appropriate documentation is made available when it relates to student issues such as behaviour management, pastoral care, family circumstances and external support services. • Oversee the professional conduct and practice of the Counselling Team • Liaise with the Director of People and Culture and collaboratively develop a system of appraisal and professional development which reflects a commitment to excellence and is student focussed. • Liaise with the Director of People and Culture with respect to all staff issues, recruitment requirements, induction, probation, changes to employment terms and conditions or performance management. • Manage the Counselling budget in consultation with the Finance Manager. • Act on behalf of the department in liaison with external support services. • Dialogue regularly with the Admissions team and Year Level Coordinators in regard to new enrolments (students of concern). • Organise and assist in staff training, as required from time to time. • Establish an on-call roster for Counselling team to assist in crisis management outside of term time. • Provide reports to the Head of College/ Deputy Head of College or other appropriate Senior Leaders, when requested or required.
	<p>Ministry</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Liaise with the Senior Pastor/Chaplains and be well acquainted with the Ministry programs at St Peters, supporting close ties to and communication with the Ministry Services Team. • Develop, in collaboration with Ministry and Counselling people, particularly the Senior Pastor, key policies regarding matters of Ministry and Counselling at St Peters.
	<p>Pastoral</p> <p><u>Responsibilities</u></p>

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	<ul style="list-style-type: none"> Attend and participate in parent activities (e.g. Parent Welcomes, Parent Information Evenings, Parent Support Group Meetings and the like) as required from time to time. Support in a proactive manner, Parent education and engagement activities and offerings, consulting with the Ministry Team, Counselling Team and the P & F Committee. Dialogue with Heads of Sub-Schools and Year Level Coordinators in relation to student harassment and bullying issues. Assist with internal Staff Training Programs (eg Conflict Resolution, Human Resources Induction Program for new staff), as required.
Committee Membership	<p>In fulfilling these responsibilities, the Lead Counsellor will be a member of the following committees:</p> <ul style="list-style-type: none"> Counselling Team (Chair) Academic Care and Wellbeing Team Ministry Team (<i>on invitation</i>) <p>And other committees, as required and approved by the Head of College/Deputy Head of College, from time to time.</p>
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful Lead Counsellor.</i></p> <p>SC1 Qualifications, Experience and Personal Attributes</p> <ul style="list-style-type: none"> Relevant Graduate or Post Graduate Qualifications. Extensive practice and knowledge of evidenced-based therapeutic practices as it relates to student wellbeing and managing social and emotional concerns. An understanding of the mission of a Lutheran school and the implications for the work of the Lead Counsellor in this context. Highly developed communication and interpersonal skills, including the ability to liaise effectively with a wide range of people to identify and address students' specific social, emotional, learning and behaviour needs. Highly developed decision-making skills, experience in implementing critical incident management plans and a demonstrated ability to think strategically, creatively, analytically, and problem-solve. Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, and concurrently manage a number of competing tasks. Demonstrated ability to work within a team environment, and to lead a cohesive and effective team. Demonstrated ability to develop and implement programs, procedures and policies that enhance student wellbeing and reflect best practice. Demonstrated ability to design and deliver professional learning for staff related to student engagement and wellbeing. Demonstrated commitment to ongoing professional learning and continuous improvement to ensure best practice.

	<p>A Current Working With Children Check (employee) and National Criminal History Check are essential requirements for this position.</p> <p>SC2 Support the Lutheran Christian Ethos</p> <ul style="list-style-type: none"> • A working knowledge and understanding of the Lutheran Education Queensland / Lutheran Education Australia (LEQ/LEA) system and the associated documents, policies and philosophies. • Demonstrate a strong commitment to the ethos of Lutheran education. <p>SC3 Demonstrated ability to initiate, organise and prioritise administration tasks.</p> <ul style="list-style-type: none"> • Ability to work autonomously and collaboratively, meet tight deadlines within a pressured environment and think analytically to solve complex problems. • Experience in working within education, in particular dealing with administrative issues. <p>SC4 Demonstrated ability to co-ordinate, manage and negotiate diverse needs.</p> <ul style="list-style-type: none"> • Ability in working collaboratively with a range of needs and interests towards agreed outcomes. <p>SC5 Demonstrated ability to communicate.</p> <ul style="list-style-type: none"> • Ability to demonstrate highly effective written and verbal communication skills. <p>SC6 Demonstrated ability in the management of relationships.</p> <ul style="list-style-type: none"> • Ability to manage human relationships and create a culture of collegiality with students, parents and staff. • Be able to communicate sensitively and confidentially with staff, parents and students. • Proven ability to mentor staff, deliver professional development and manage organisational change. <p>SC7 Demonstrated personal integrity.</p> <ul style="list-style-type: none"> • Model exemplary standards of personal integrity. • Commitment to personal professional development.
Terms and Conditions	<p>Salary – Negotiated</p> <p>Tenure – Full Time / Permanent</p> <p>Holidays – 4 weeks annual leave</p> <p>Terms and Conditions – Please refer to the Lutheran Schools Enterprise Bargaining Agreement</p>
Location	<p>St Peter's Lutheran College – Indooroopilly</p> <p>66 Harts Road, Indooroopilly</p>

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Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College's Child Protection Policy and Procedures, and complete annual Child Safety Training</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

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Date Written / Last Reviewed: 19/04/2024

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