

Position Description

Position Title	Student Counsellor – Secondary Years (7-12)
Reports to:	Head of Secondary Years, Careers and Counselling Coordinator
Overview	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.
Main Objectives	<ol style="list-style-type: none"> 1. To provide appropriate counselling services addressing the social, emotional, behavioural and developmental needs of students 2. Collaborate as appropriate with relevant pastoral and academic staff in relation to the individual needs of students 3. Provide programs responsive to the pastoral and psychosocial needs of the College Community in support of students 4. Ensure knowledge and understanding of the nature of the counselling service and referral processes are readily available within the College community 5. Acquire and utilise current professional knowledge to enhance the counselling services provided 6. Work closely and collaboratively with Counselling peers to support and enhance the service across the College
Duties and Responsibilities – Student Counsellor	<ol style="list-style-type: none"> 1. To provide appropriate counselling service <ul style="list-style-type: none"> • Plan, negotiate and deliver a counselling service for students and liaise with their parents and families as appropriate • Manage the confidentiality of the counselling relationship within the framework of legal, ethical, child safety and College operations considerations • Work collaboratively with other pastoral care and academic staff and relevant professionals in the best interests of the student; within the Wellbeing, Pastoral Care, Careers and Counselling (WPCCC) Team. • Notify relevant Head of Springfield and Head of Primary/Secondary Years of child safety concerns as per legal requirements • Make recommendations to external support (e.g., Psychologists, Medical Practitioners) as appropriate and work with these providers and families/parents/guardians where relevant to triage the support for students within the College 2. Ensure appropriate systems are utilised to support student needs. <ul style="list-style-type: none"> • Implement and manage efficient processes of referral and ensure these options are understood by relevant stakeholders. 3. Develop and deliver initiatives responsive to the pastoral and psychosocial needs of the College Community in support of students <ul style="list-style-type: none"> • 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. 4. Acquire and utilise current professional knowledge to enhance service provision <ul style="list-style-type: none"> • Develop and maintain relationships with professionals in related areas • Share knowledge with peer Counsellors and together lift the capabilities of counselling services.

	<p>5. Manage relevant workflow linked to services provided and collaborate with WPCCC Team.</p> <ul style="list-style-type: none"> Record case notes and other relevant documentation on the College database system, Synergetic, in a timely manner Prepare and deliver relevant correspondence with external services external services, as required, to support the well-being of a student Manage caseload by developing effective organisational systems and developing appropriate teamwork to manage overall capacity with consideration to student and stakeholder experience and clarity.
<p>Duties & responsibilities – all employees</p>	<p>Responsibilities and duties</p> <ul style="list-style-type: none"> Respect and uphold our Mission of “Excellence in Christian Co-Education” and our Christian Ethos. Uphold Code of Conduct and Valuing Safe Communities standards. Health and Safety: <ul style="list-style-type: none"> take reasonable measures to protect their own health and safety and others, including personal wellbeing. follow all reasonable Health and Safety policies, guidelines and directions work collaboratively to make appropriate resources and training available to WPCCC team members and broader staff community. Understand and uphold standards in policies and other reasonable directions. Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement. <p><u>Key performance indicators</u></p> <ul style="list-style-type: none"> Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required Demonstrates accountability to safe work practices for themselves and others <ul style="list-style-type: none"> Reports safety risks, near misses or incidences If in a leadership position, demonstrates active Health & Safety discussions, information sharing and decisions within functional operations (e.g. team meetings) Actively and effectively participates in reasonable directions provided
<p>Selection Criteria</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>SC1 – Qualifications</p> <ul style="list-style-type: none"> Must hold Student Counselling and/or relevant qualifications with appropriate professional membership. Demonstrated work experience in relevant field, beyond entry level, preferably in a school environment or working with students/children and parents. <p>SC2 – Demonstrated Understanding of Child Development</p> <ul style="list-style-type: none"> Proven experience in providing social, emotional and behavioural interventions for students and their families appropriate to Upper Primary. <p>SC4 - Demonstrated ability to initiate, organise and prioritise workflow</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 Demonstrated skills for effective management of administration work to facilitate overall outcomes and student/stakeholder experience <p>SC5 – Demonstrated ability to co-ordinate and negotiate diverse needs</p> <ul style="list-style-type: none"> Ability to work collaboratively with a range of needs and interests towards agreed outcomes

	<p>SC6 – Demonstrated ability to build and manage professional relationships</p> <ul style="list-style-type: none"> • Ability to manage professional relationships and create a culture of collegiality with students, parents, staff and peers • Experience and capability to manage multiple reporting relationships and understanding of skills required to work in a large organisation • Ability to communicate sensitively with students, parents and staff, while managing confidentiality appropriately • Experience and flexibility to apply a range of highly effective written and verbal communication skills • Ability to work as collaborative member across a complex matrix of teams. <p style="text-align: center;">All employees</p> <p>SC-E1 - Personal capabilities</p> <ul style="list-style-type: none"> • Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct • Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College’s strategic and operational objectives and values. <p>SC-E2 – Christian Ethos</p> <ul style="list-style-type: none"> • An understanding of and respect for Christian values and demonstrable support for the College’s Lutheran ethos.
<p>Classification</p>	<p>Classification – This role may be classified as either a) Teacher (upon provision of Registration with the Queensland College of Teachers), or b) School Officer (SOA) - Level.</p> <p>Tenure – Part -time / Permanent (0.5 FTE) with flexibility of being on call on term breaks</p> <p>Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.</p>
<p>Compliance requirements</p>	<p>Right to Work in Australia Blue card Maintain membership of relevant Professional Associations Attend regular supervision in line with professional requirements</p>
<p>Location:</p>	<p>Springfield 42 Wellness Way, Springfield Central, QLD, 4300</p>

DATE WRITTEN / LAST REVIEWED: 23/09/2024