



## ST MARY MACKILLOP COLLEGE

### Swan Hill

- POSITION:** Student Counsellor
- RESPONSIBLE TO:** Director of Wellbeing; Principal
- RESPONSIBLE FOR:** The Student Counsellor is a member of the Wellbeing Team and is responsible for providing the College community with high quality generalist counselling and case management services.
- CLASSIFICATION:** Education Support Officer - Category B  
Employment is in accordance with terms and conditions as outlined in the CEMEA 2022 (or subsequent agreements).  
Remuneration is in accordance with the CEMEA 2022, dependent on skills and experience.
- POSITION STATUS:** Contract, 11<sup>th</sup> March to 31<sup>st</sup> May 2024
- WORK HOURS:** Between 22.5 and 38 hours per week, to be negotiated  
8:15am - 4:45pm (Monday - Thursday)  
8:15am - 4:00pm (Friday)  
45 minute unpaid lunch break (1:30pm - 2:15pm)

### **AREAS OF RESPONSIBILITY**

The Student Counsellor's major areas of responsibility are to:

- Provide counselling and appropriate individual support to students.
  - Model mutually respectful relationships.
  - Display an awareness of ethical standards and ensure these are incorporated into counselling practice.
  - Exercise pastoral care in a manner which reflects College values.
  - Taking referrals and seeking supporting information from the Director of Wellbeing, House Leaders and Teachers.
  - Competently assess students at risk and apply appropriate interventions.
  - Identify any trends or concerns that would require action or education and inform the Wellbeing Team.
  - Proactively monitor and support student wellbeing.
  - Ensure that counselling protocols are followed.
  - Comply with agreed practices with regard to note-taking and record-keeping.
  - Prioritise a range of tasks and manage time effectively.

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- Act as a consultant to teachers and families on matters relating to student wellbeing and development.
  - Provide and model strategies which promote a healthy and positive learning environment.
  - In collaboration with the Director of Wellbeing, inform and educate staff and parents, as appropriate, to more effectively support student wellbeing and development.
  - Demonstrate professionalism, diplomacy and integrity at all times.
  
- Build rapport with students and ensure that effective customer service and support is provided when dealing with parents, students, staff, external organisations and the general public.
  - Establish positive and professional relationships with students, parents, staff and external organisations.
  - Create a safe and welcoming rapport/environment.
  - Be reliable, punctual and organised with appointments, meetings, etc.
  
- Contribute to the development and implementation of professional learning programs for a whole school approach to student wellbeing and resilience.
  - Support the Director of Wellbeing in researching, designing and developing programs.
  - Deliver appropriate workshops or presentations to staff, students and parents as required.
  
- Assist in the organisation and delivery of targeted wellbeing initiatives, workshops and programs for staff, students and parents such as at Staff Meetings, College Assemblies or Parent Workshops.
  - Liaise effectively with staff, students and families at all levels.
  - Provide cultural affirmation, support and activities for our indigenous and EALD students.
  - Contribute to Pastoral Care Programs, events and staff professional learning programs, as appropriate.
  - Follow agreed protocols, especially with regard to communication.
  
- Participate in the development and implementation of relevant College policies, procedures and programs focusing on wellbeing.
  - Implement strategies which promote a healthy and positive learning environment.
  - Understand and follow College policies and procedures.
  - Deliver programs as required and assist in the organisation of key wellbeing events.
  - Contribute to the work of the Wellbeing Team.
  - Make recommendations to the Wellbeing Team.

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- Establish and maintain links with relevant community support agencies, allied professionals and school networks.
  - Be aware of external providers and appropriate services for adolescents.
  - Optimise services available for students that focus on primary prevention, early intervention and continuity of care and making referrals.
  - Model respectful relationships in dealing with students, staff, parents and outside agencies.
  - Have excellent written and verbal communication skills.
  
- Adhere to Child Safety legislation and College requirements.
  - Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
  - Demonstrate duty of care to students in relation to their physical and mental wellbeing.
  - Be familiar and comply with all policies or procedures relating to child safety.

#### **ADDITIONAL DUTIES:**

- Actively support the College's Vision and Mission Statement. Contributing to the Catholic Ethos through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Be aware of and fully apply the College Occupational Health and Safety Policies and Procedures in the workplace daily.
- Actively promote a rigorous and vigilant culture of child safety.
- Prepare for and participate in Annual Review Meetings.
- Attend and support College activities such as College Masses, Open Day, Information Nights, Parent Forums, Camps, Staff Professional Learning Days, Athletics and Swimming Carnivals and other extra curriculum activities as required. From time to time these may occur outside of normal work hours.
- Other duties as required by the Principal or delegate.

#### **CHILD SAFETY:**

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

**HEALTH AND SAFETY:**

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College and DOBCEL policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.