



ST MARY'S COLLEGE

ROLE DESCRIPTION

Position Title	Student Counsellor
Reports to	Principal / Deputy Principal / Director of Students
Term of position	Ongoing
Date Edited by	2022 Principal

St Mary's College (SMC) is proudly a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the Edmund Rice Education Australia (EREA) Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of SMC, the pastoral and community beliefs which are Gospel driven, and determine all interactions with students and colleagues. Staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children.

Position Summary

The position of Student Counsellor is a significant pastoral role at St Mary's College. The role encompasses supporting the mental health and wellbeing of all students at St Mary's College. The Student Counsellor supports the spiritual development, pastoral formation and education of all students. This involves developing a culture of support by implementing effective contemporary, research informed pastoral and psychological practices which provide for students' wellbeing and supporting the efforts of staff in students' holistic growth. The Student Counsellor will work collaboratively with students and families to ensure the needs of students are met.

Professional Conduct

- Being familiar and compliant with, and proactively supporting the implementation and communication of College policies, including Child Safe policies, procedures, measures and practices including, but not limited to, the Child Safeguarding (safety and Wellbeing) Policy and Procedures, Reportable Conduct Scheme, Mandatory Reporting, Child Safety Code of Conduct and the EREA Code of Conduct, and the timely completion of all required child safety training and other requirements.
- Actively contribute to the College Child Safe culture.
- Liaise with students, parents, professional bodies and the wider community in a positive and professional manner.
- Demonstrate professional and collegial relationships with colleagues.

- Demonstrate a duty of care to students.
- Where necessary, being responsive out of hours.
- Handle personal and/or confidential information relating to students and families in an appropriate manner in accordance with College policy and procedures.

Professional Development

- Demonstrate a commitment to ongoing professional development.
- Attending College meetings, staff professional development and faith development sessions.
- Attend regular Network Meetings, supervision sessions and relevant professional development activities
- Being open to researching areas of interest relevant to the role and directions provided in the College strategic plan.

Key Responsibilities of the role:

- Provide individual and group counselling support for students including appropriate therapeutic interventions.
- Where necessary, refer students to outside counselling agencies such as Headspace, Alfred CYMHS and private psychologists.
- Maintain student confidentiality at all times, except in the case of suspected child safety concerns.
- Provide timely advice and guidance for students with teachers, parents and guardians.
- Empower students to be resilient and safe at school.
- Provide students and families with support strategies and resources on issues such as bullying, drugs and alcohol, anger, grief and loss, relationships, mental health, stress, relaxation and mindfulness.
- Support school leaders and teachers in designing and developing wellbeing programs.
- Liaise with staff about the wellbeing of students.
- Assist and support parents and caregivers in addressing the social, emotional and educational development of their children.
- Make notifications to DFFH, Child First and other external agencies in keeping with the College Child Safeguarding Complaints Management Policy and Procedures, Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures and the PROTECT Child Safety policies and documentation.
- Adhere to and promote Ministerial Order No. 1359 Child Safe Standards.
- Maintain accurate and detailed confidential case notes and student files in accordance with professional requirements.
- Promote student voice by creating structures where students can provide feedback on the practices and culture of the College by leading the Student Voice Committee in conjunction with the Director of Students.
- Member of the Child Safety Team (Child Safety Officer) working collaboratively in support of the Principal and Deputy Principal (Senior Child Safety Officer) in monitoring and managing students at risk.

- Member of the Respectful Relationships Team.
- Member of the Pastoral Team.
- Address compliance matters through contributing to policy development and review in consultation with the Risk and Compliance Manager.
- Contribute to ongoing review of child safety processes.
- Report directly to the Principal on matters of immediate student safety.

Undertaking any other duties as requested by the Principal and the Deputy Principal that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2018* (VCEMEA).

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified.

Selection Criteria

- Hold current Employee Working With Children Check and/or Victorian Institute of Teaching Registration.
- Hold appropriate tertiary qualifications in psychology, counselling and/or social work.
- Hold appropriate mental health accreditation and/or professional registration, e.g. with APHRA, AASW and/or PACFA.
- Sound knowledge of mental health assessment, risk assessment and safety planning, counselling theory and practice.
- An understanding of the important relationship between child safety policies and procedures and the work of the Student Counsellor.
- Minimum of 2 years' experience in child/adolescent counselling and/or psychology practice.
- Experience in education, or preventative programs and group work, an advantage.
- Computer literacy is essential.

Support Staff

The Student Counsellor will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Members of College Pastoral Team
- Director of Students
- Child Safety Team