



**St Leonard's College**

An education for life.

# General Staff

## Position Description

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**Position Title:** College Counsellor/Psychologist

**Prepared:** November 2022

**Reports to:** Director of Wellbeing

**Prepared by:** Head of Human Resources

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### Position Purpose

The primary role of the College Counsellor is to provide psychological advice and support to students in Years 5 to 12, and support families and staff when required.

The College Counsellor is expected to make a professional contribution to the College counselling team and to the development of wellbeing programs across the College.

This person must be a registered Psychologist.

### Position Status

This role is a permanent full-time term time position.

Currently there are two roles to be offered.

The role of Counselling Team Leader would be considered for one of these positions.

Counselling team members are not ordinarily required at the College during term breaks. However, to deal with any emergencies, where families, the Principal and the management team may require the expertise of the counselling team members, a roster system has been created among the counselling team of no more than 20 days across the year during term breaks.

These events are not common, but the College aims to ensure we can help families if required during term breaks.

### Working Relationships

The Counsellor works closely with the College Leadership Teams, the College Counselling team and reports to the Director of Wellbeing.

### Duties and Responsibilities:

Counselling and psychological services:

- Provide counselling for students, families and groups where appropriate
- Maintain case notes and student files in accordance with APS Guidelines
- Provide feedback and support for families regarding individual students
- Provide brief counselling or referral for staff
- Conduct psycho-educational and other relevant assessments

- Contribute to educational planning based on assessments conducted
- Contribute to the SEA and SEAS processes in the Senior School
- Act as a lead Child Protection Officer in responding to issues of child safety
- Act according to the professional and ethical standards as outlined in the APS Code of Ethics

#### Professional relationships:

- Liaise with teachers where appropriate to develop personal, social and learning strategies for students
- Liaise with School Leadership Teams in matters relating to individual and group needs
- Refer to, and liaise with, external agencies and professionals as required
- Attend appropriate section School Leadership Teams meetings when required
- Collaborate with the Counselling Team Leader in promoting high quality, accessible counselling services
- Actively participate in the counselling team – case discussion, planning, team supervision, critical incident response, development of professional knowledge and processes
- Attend relevant Learning Support Team Meetings.

#### Professional contributions:

- Contribute to the professional learning of staff on child development, emotional and psychological issues
- Promote a model of good mental health for staff, students and families
- Contribute to the planning and delivery of parent education seminars
- Advise on the interpretation, access and use of ability data
- Participate in relevant classroom programs as required (unassessed type) and/or offer specialised groups or presentations on themes related to student wellbeing such as stress management and mental health
- Contribute to the development of School Personal Development Program (PDP) activities
- Contribute to the Year 12 transition conference in consultation with the Head of Senior School and Head of Year 12.

#### Other

- Attend relevant parent information evenings
- Assist with the critical incident response team
- Contribute to the CONNECT program, including selection and training of CONNECT Leaders
- Participate in relevant professional development activities

Any other tasks as deemed appropriate.

#### Core Competencies and Skills

- Proficiency in core psychological test administration, interpretation and report writing
- Competency in psychological/counselling intervention, using recognised, evidence-based approaches
- Strong communication and interpersonal skills
- Capacity to work independently and as a member of a team
- Proven integrity and reliability
- Able to present to a range of audiences
- Excellent time management and organisational skills
- Flexible and adaptable, with the ability to use initiative in responding to a range of situations
- Able to work effectively and efficiently under pressure

## Program Delivery

### Some or all of the following:

- Expertise in parent training programs
- Expertise in the delivery of student mental health prevention programs.

### Other Skills and Attributes

- Discretion and confidentiality are essential attributes to this position
- Competence in technology
- Initiative and confidence to make contributions/suggestions
- Highly effective verbal and communication skills, using tact and diplomacy
- Critical thinking when problem solving
- Time management skills - able to work to deadlines and capable of directing others when necessary
- Ability to remain calm under pressure
- Overall good interpersonal skills when working in a team environment.

### Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

### Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience, and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters

- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation, and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

### General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College: trust, respect, and support
  - Accountability – we do our work with honesty, integrity, and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable, and efficient.