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| Position Title: | Junior School Counsellor/Psychologist |
| Prepared: | August 2024 |
| Reports To: | Head of Junior School and Counselling Team Leader |
| Prepared by: | Director of People and Culture |

Position Purpose

The role of the Junior School Counsellor/Psychologist is to provide psychological advice and support to students, families and staff from ELC to Year 4 and to make a professional contribution to the College counselling team.

Position Status

This role is a permanent full-time term time or as per the contract of employment.

Psychology/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 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 position works closely with the Head and Deputy Head of Junior School, Head of ELC, Head of Wellbeing, Learning Enhancement team, Counselling team and all classroom teachers.

Duties & Essential Job Functions

Counselling and psychological services:

- Provide counselling for students, families and groups where appropriate
- Maintain case notes and student files in accordance with APS Guidelines and College practices
- Provide feedback and support for families regarding individual students
- Provide brief counselling or referral for staff
- When relevant, conduct psycho-educational and other relevant assessments
- Brief teachers and contribute to educational planning based on assessments received from external professionals
- Plan and implement individual and group interventions, including but not limited to, play based therapy, evidence based anxiety and social skills programs.
- Act as a Lead Child Protection Officer in responding to issues of Child Safety

Professional relationships:

- Liaise with teachers where appropriate to develop personal, social and learning strategies for students
- Liaise with the Junior School Leadership Team in matters relating to individual and group needs
- Refer to, and liaise with, external agencies and professionals as required
- Collaborate with the Junior School Leadership Team
- Actively participate in the counselling team – case discussion, planning, critical incident response, development of knowledge and processes
- Attend relevant Learning Support Team Meetings.

Professional contributions

- Collaboratively lead 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
- In conjunction with the Learning Enhancement team, advise on the interpretation, access and use of ability data and collection of NCCD
- Support the transition of Junior School students to year 5
- Facilitation of restorative practices
- Participate in relevant classroom programs as required (unassessed type) and/or offer specialised groups on targeted areas, e.g. Social skills, anxiety prevention programs.

Other

- Attend relevant parent information evenings
- Assist with the critical incident response team
- Implement the CONNECT cross-age program in the Junior School, including training of CONNECT Leaders
- Develop relevant professional development activities
- Support student participation in a range of activities eg camps, performances etc

Core Competencies and Skills

- Identify, develop and implement developmentally appropriate interventions
- Competency in psychological/counselling intervention, using recognised, evidence-based approaches
- Capacity to present effectively to a range of audiences
- Strong communication and interpersonal skills
- Capacity to work independently and as a member of a team
- Proven integrity and reliability
- Ability to present to a range of audiences
- Flexible, adaptable and able to initiate responses in a range of situations
- Ability to work effectively and efficiently under pressure

Any other tasks as deemed appropriate.

Qualifications

- Registered Psychologist or other recognised Mental Health qualification

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 and organisational 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 and 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 2023*, 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.