



MaristCollege
Canberra

COLLEGE COUNSELLOR

Role Description & Essential Criteria

Preamble

The College Counsellor plays a key role in identifying and addressing the pastoral, social-emotional and psychological concerns of students across the College.

The College Counsellor will be responsible for the provision of counselling services to students and families from Year 4 through to lower secondary. Communication and effective collaboration with staff across all levels is essential to the role.

The service offered by the Counsellor will seek to enhance the personal, social, behavioural and educational development of the student. It is expected that the successful applicant will engage with the College community and participate in significant school events.

The College Counsellor is responsible to the Headmaster through the Deputy Headmaster and Assistant Head of School - Junior School.

Key Responsibilities

The School Counsellor will be working within the setting of a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention-social, emotional and behaviour program for children in primary and lower secondary school. This program provides specialist mental health early intervention support and referral, education for teachers, targeted group work, single session and family interventions. They will deliver services which ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties.

Expectations

- Be empathetic to and actively supportive of the Catholic ethos of the College.
- Provide counselling services for students and their families which aim to enhance their personal, academic, social, behavioural, and emotional development.
- Participate in all staff Marist Faith Formation opportunities provided by the College.
- Provide advice, support and assistance in cases of mandatory reporting as per College Policy and legislative requirements.
- Comply with and maintain Marist Schools Australia (MSA) accreditation requirements.
- Meet on a regular basis with the Deputy Headmaster and Assistant Head of School - Junior School or their delegate, to review the effectiveness of the service being provided and the future direction of the service.
- Act as case manager where external specialists and agencies are involved.
- Practice effective record keeping.

- Work closely with the Enrichment and Learning Support team.
- Assist the Deputy Headmaster or Assistant Head of School – Junior School or their delegate in the design of age appropriate programs related to academic and personal development (eg. behavior modification, social skills) and to participate in conducting such programs.
- Complete professional development requirements as stipulated by the Australian Association of Social Workers (AASW), or Psychotherapy and Counselling Federation of Australia (PACFA).

Pastoral Care

- Be an effective member of the pastoral care team.
- Model a Christian example in all activities.
- Communicate with students, colleagues and parents/carers in a respectful, clear, empathetic and professional manner.
- Establish rapport with students and provide ongoing encouragement and support.
- Maintain professional confidentiality on information about students.
- Seek advice, work cooperatively with and refer students to specialist staff where required.
- Communicate confidentially with appropriate senior staff on any issues concerning student safety.

Policy Implementation

- Comply with the College's Child Protection Policy and Critical Incident Policy.
- Contribute to the development of relevant College policies and practices.
- Ensure students' wellbeing, welfare and safety within the College by implementing College curriculum and legislative requirements.
- Monitor and minimise risk through implementation of College Risk Management procedures.

Related Duties

- In collaboration with the College Psychologist and Enrichment and Learning Support Team, implement the delivery of an early intervention program in junior and lower secondary through the provision of developmentally appropriate group program for children, and parents, individual and family counselling, whole of school teacher education and at times provide assistance in planning individualized classroom interventions.
- In consultation with teachers, parents and other early intervention program team members identify and prioritise a child's suitability for the programme and referral options when necessary.
- In conjunction with other team members provide education on emerging emotional and conduct/behavioural disorders and early behaviour management to community agencies, workers, teachers and families. Undertaking other duties as directed, within the approved scope of clinical practice.
- To participate in regular discipline specific supervision, training relevant to the development of skills to work in the child and adolescent mental health early intervention area.

- Provide support and conduct programs for school refusers and integration back into school.
- Provide support for camps and excursions where mental health and wellbeing are serious concerns.
- Provide support for trained ELS staff with emotional, behavioural and social groups.
- Assist with the formulation and writing of safety and behavioural plans with ELS staff.
- Run evidence based recognised social skilling programs with small groups – particularly in the Junior school.
- Provide Intervention programs such as “teaching empathy” which may require one-to-one work

Professional Learning

- Set and implement individual work and professional learning goals.
- Participate in the performance appraisal process of the College.
- Participate in appropriate professional learning activities.
- Complete all mandatory staff training as required.

Essential Criteria

- Tertiary qualifications in social work, counselling or related fields.
- Eligibility for membership of the Australian Association of Social Workers (AASW) or Psychotherapy and Counselling Federation of Australia (PACFA).
- Recognise the value and uniqueness of each individual within the College community.
- Sound knowledge of the developmental and educational issues facing boys.
- Ability to work effectively in a collaborative environment.
- Excellent written and communication skills.
- Ability to give attention to details as in record keeping and careful follow-up.
- Experience working in the educational setting.
- Exercise professional and ethical practice when working with staff, students and their families.
- Demonstrate ability to relate well to boys particularly those from disadvantaged backgrounds or with emotional and behavioural disorders.
- Demonstrate commitment to one’s own ongoing learning.

Highly Desirable

- Minimum of 3 years (ideal 5 years) post qualification
- Experience in working with children and young people.

Length of Tenure and Remuneration

The College Counsellor is initially appointed on contract for a period of two plus four (2+4) years. A performance review/ appraisal will be held during the second and sixth year of appointment. There will be a probation period of six (6) months.

Salary is dependent on relevant experience and will be in accordance with the College's Support Staff Enterprise Agreement. Hours of duty are 8:30am – 4:36pm Monday to Friday during school term time and including staff days.

Applications

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Acting Assistant Head of School – Staff and Community, Mr John O'Kane at hr@mcc.act.edu.au or by phoning the staff office on 62987262.

Applications should: -

1. Provide a cover letter (maximum 2 pages) addressing the selection criteria.
2. Curriculum Vitae, including:
 - Qualifications
 - Experience
 - Professional Accreditation
3. Applications should be marked confidential and addressed or emailed to:

Mr John O'Kane
Acting Assistant Head of School – Staff and Community
Marist College Canberra
PO Box 727
Mawson ACT 2607
Email: HR@mcc.act.edu.au

Please note:

The College is an Equal Opportunity Employer. The successful applicant must hold current ACT Working with Vulnerable People registration prior to commencing employment at Marist College Canberra.

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

Closing date for applications is **Friday 17 May 2019**.