



St Joseph's College

Gregory Terrace

A Catholic School In The Edmund Rice Tradition



EDMUND RICE EDUCATION
AUSTRALIA

Terrace | POSITION DESCRIPTION

COUNSELLOR

GENERAL

The Counsellor is appointed by the College Principal and works under the immediate direction of the Dean of Students who is a member of the College Leadership Team and is a member of the College Pastoral Team. The Counsellor will also liaise with other senior members of staff such as the College Dean and Dean of Studies as necessary and the pastoral middle leaders known as House Deans. They will join the other counsellors in forming the 'Student Well-Being Team' under the direction of the Dean of Students.

KEY CHARACTERISTICS

The Counsellor will:

- be committed to the goals, ethos of Catholic Education and Mission of Edmund Rice Education Australia (EREA) and the College;
- have an awareness of and support for the Charter and key EREA policies, procedures and practices;
- display a high level of professional competency and ensure that their behaviour and personal presentation reflect the College's values and professional expectations;
- be committed to self-development and ongoing professional development;
- strive to live a lifestyle which, by its witness and example, is compatible with the Gospels;
- be committed to the religious dimension, personal care and academic climate of the College;
- be committed to Christian Leadership through vision, service and example;
- provide Christian Leadership in the performance of leadership duties within the role;
- be committed to a Professional Development program that assists in being conversant with the educational issues and best interests of boys' education;
- be committed to building our community; the Terrace Family;
- have knowledge and awareness of Workplace Health and Safety, Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements applicable in the work environment;
- respond to the operational needs of the College and to other duties as directed by the Principal or their delegate;
- have excellent interpersonal skills and highly proficient IT skills.

SELECTION CRITERIA

- Commitment to the ethos of Catholic Education.
- Commitment to the Mission and the ethos of Edmund Rice Education Australia (EREA) and St Joseph's College, Gregory Terrace.
- Commitment to professionalism and competence in behaviour and work.
- Commitment to pastoral care of students.
- Demonstrated competencies in the professional duties and responsibilities as set out in the role description.

PROFESSIONAL DUTIES

The Counsellor will undertake the following functional duties and responsibilities:

Personal Counselling:

- Provide personal counselling and support to individuals or groups of students/parents in order to address personal, social, and emotional needs.
- Provide crisis counselling and participate in critical incident management.
- Advocate on behalf of students for the enhancement of their social and emotional welfare.
- Work collaboratively with staff, parents, external agencies and professionals to ensure best practice principles and outcomes are achieved for all students.
- Contribute to the professional development of school staff on topics related to the wellbeing of students.
- Collaborate with school staff and others to provide opportunities for community education on topics related to the wellbeing of students.
- Participate in the development and provision of early intervention activities which address the emerging needs of at-risk students.
- Participate in the development of relevant policies, programs and structures relevant to the personal, social and emotional wellbeing of students.
- Be fully aware of EREA (Northern Region) policies and procedures related to Child Protection and work with senior staff in promoting best practice within the College community.

Career Counselling: (assist with as a member of the Student Well-Being Team)

- Work with students to generate career ideas, explore career options, develop a career plan, and make career decisions that are based on knowledge of the student's abilities, interests, work values, aspirations, personality, and external influences.
- Facilitate opportunities for students to explore career directions through work experience, the Careers Immersion, apprenticeships and traineeships, or other appropriate pathways.
- Advocate for, and facilitate the delivery of, appropriate alternative pathways for at-risk students and students with special support needs.
- the organisation and administration of the Terrace Career Expo in conjunction with the Gregory Terrace Old Boys Association.

Professional Development:

- Be professionally competent and eligible for membership with the Queensland Guidance and Counselling Association
- Have experience within a school setting, preferably being eligible for registration with the Queensland College of Teachers
- Attend professional association meetings and conferences and other relevant seminars and workshops.
- Participate in individual or peer supervision.
- Meet the continuous professional development requirements of a relevant professional association.

CONDITIONS OF EMPLOYMENT

This is a full-time, term time position (7.6 hours per day approximately 8am to 4pm with a 10 minute MT break and 30 minute lunch break). From time to time, there may be a need to join a critical incident team led by the College Principal if there is an urgent pastoral incident within the College. This may involve availability outside of standard work hours in a crisis. The counsellor attracts a salary commensurate with the award agreement for the Religious Institute Schools of Queensland and their relevant qualifications.