



POSITION DESCRIPTION

Position title:	School Counsellor / Psychologist	
Reports to:	Dean of Students	
Classification:	Depending on qualification and experience	
Department:	Senior School	
Location:	All Souls St Gabriels School	
Nature of Employment	Term time	
Working arrangements:	Fulltime	
Contact officer:	name:	Annabelle Costello
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12, day and boarding School in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is located in Charters Towers, 130km west of Townsville. Charters Towers is an educational hub hosting several well-established boarding Schools.

The position

The School Counsellor / Psychologist is part of a multi-layered network of support for students, staff and the wider School community. The primary function of the role is to support learning and wellbeing of students PP-12. The role holder is a member of the School Pastoral Care Team and works closely with the Head of Junior School, Dean of Students, Pastoral Care Co-ordinators and Boarding staff to address barriers to learning, relationship and developmental issues.

What you will do

Professional Duties

- Provide guidance and support to staff, students and parents in working with our most at risk students



- Provide individual or small group counselling as required, utilising relevant evidence-based approaches as within the incumbents qualification range
- Work with the Dean of Students and Pastoral Care Co-ordinators to ensure the provision of age-appropriate, effective, and caring pastoral care
- Interpret psychosocial and or psychometric (where qualified) assessments to assess needs and provide recommendations for strategies to support students being supported
- Manage a case load of counselling
- Collect, analyse and retain data on groups, trends and outcomes for students who are at risk. Report emerging trends to Head of Junior School and Dean of Students as appropriate
- Make appropriate referrals of students and or their families to external services or providers where applicable
- Work with parents/guardians to support their child and the School in relation to mental health and wellbeing needs
- Respond to critical incidents impacting student at the School as per the existing policies, under the direction of the Head of Junior School, Dean of Students, Deputy and Headmaster as required
- Undertake professional development as relevant to the specific professional requirements
- Provide support to staff in a manner that ensures they can work to their best in providing optimum support to students
- Provide professional learning for all staff in liaison with the Head of Junior School and Dean of Students
- Any other duties as relevant to the role and as directed by the Dean of Students or Headmaster.

Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of the Pastoral Care Team
- Work closely with the Head of Junior School, Dean of Students and Pastoral Care Co-ordinators
- Exercise effective communication skills with students, colleagues, parents or guardians, and others
- Establish positive and effective relationships with students, and encourage in them a positive and appropriate sense of self-worth
- Participate in partnerships with colleagues to reflect critically and constructively as part of a continuous improvement mindset
- Both maintain confidentiality regarding sensitive or private information about students, families, colleagues and the School, and also communicate information appropriately when necessary
- Collaborate specifically with the Indigenous Support Officer / Indigenous Mentor to achieve better outcomes for Indigenous students

Effective and Efficient Administration

- Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records



- Model high standards of punctuality, dress, language and other standards and expectations in the School
- Attend professional development activities to improve teaching and pastoral care skills
- Develop and maintain effective professional partnerships with other staff
- Attend staff meetings as required
- Undergo Child Protection training annually
- Ability to work as a vital member of a team to maintain the highest standards of our School environment
- Present and work in a professional manner and be cognisant that your conduct both on and off site reflects the school's reputation
- Excellent communication skills

Workplace Health & Safety obligations

- Strong understanding of the principles of Workplace Health & Safety as they apply in the School
- Ensure compliance with the school Workplace Health & Safety policy and all ASSG policies with specific focus on reporting and documenting of any WH&S situations.

Our ideal candidate

Mandatory requirements

- Post-graduate qualifications in educational, clinical or Counselling/Psychology or a Masters qualification in counselling
- Two years' experience of working in the Counselling profession would be desirable
- Membership with peak professional body
- Experience in current preventative approaches to adolescent mental health
- Current Queensland Blue Card
- **Must be an Australian resident and eligible to work in Australia**

Personal Attributes

- Demonstrated ability to work sensitively and effectively with adolescents and their families
- Previous experience in a similar role (within a school) will be highly regarded
- High degree of computer literacy
- Demonstrate a high degree of flexibility in his/her approach when dealing with students and their parents
- Be able to work collaboratively within a pastoral care team
- Demonstrate a high level of organisational skills
- Have a professional outlook
- Have an ability to adapt to a new and changing environment