



POSITION DESCRIPTION

JUNIOR SCHOOL COUNSELLOR

Position Title: Junior School Counsellor	Department: Education
Reports to Position: Deputy Principal Teaching & Learning	Classification: Dependent upon qualifications and experience
Award/EBA: Blackheath & Thornburgh College Enterprise Agreement 2025-2027	Position Status: Part time, term time

Position purpose

At Blackheath & Thornburgh College, student wellbeing is a priority and we believe students cannot reach their full potential unless they feel safe and supported physically, mentally and emotionally. The Junior School Counsellor supports the social, emotional, and behavioural wellbeing of students in the primary years. The role focuses on enhancing students' access to and participation in learning through targeted counselling support, play-based therapy, and collaboration with families and staff.

Organisational relationships

Reports to: Deputy Principal Teaching & Learning
Directly supervises: Nil

Key responsibilities

The Junior School Counsellor has a varied role which includes but is not limited to the following:

Student Support

- Provide individual and small group counselling to students using developmentally appropriate, play-based therapeutic approaches
- Support students experiencing social, emotional, or behavioural challenges that impact learning
- Develop and implement strategies to improve student engagement, regulation, and participation in the classroom
- Maintain appropriate records of counselling sessions in line with school policies

Play-Based Therapy

- Design and deliver play-based interventions tailored to the developmental needs of junior school students
- Create a safe, supportive, and engaging therapeutic environment
- Use evidence-based approaches to support emotional expression, problem-solving, and resilience



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Parent & Family Engagement

- Conduct meetings with parents/caregivers to discuss student needs, progress, and strategies for support at home
- Provide guidance to families on supporting children's emotional wellbeing and learning engagement
- Maintain clear and sensitive communication with families

Collaboration with Staff

- Work collaboratively with teachers, support staff, and leadership to identify and support students at risk
- Provide practical strategies and recommendations to staff to support student wellbeing in the classroom
- Contribute to student support meetings and case management processes

Whole School Wellbeing

- Support the development of a positive school culture that promotes wellbeing and inclusion
- Assist in the implementation of wellbeing programs and initiatives within the junior school
- Contribute to policy development and review where relevant

Skills and abilities

- Integrity, approachability, and trustworthiness
- Outstanding communication and interpersonal skills to build relationships with students
- Ability to positively influence the development of student wellbeing
- Commitment to professional learning and improvement
- Personal sense of initiative, enthusiasm, and high energy
- A resourceful team member who is able to operate in a mentoring, collaborative and inclusive manner
- Self-motivation and empathy
- Cultural awareness and a commitment to inclusivity

Qualifications/Experience

- Strong understanding of child development and primary-aged student needs
- Experience in play-based therapy and child-centred counselling approaches
- Ability to build positive, trusting relationships with students, families, and staff
- Excellent communication and interpersonal skills
- Ability to work collaboratively within a multidisciplinary team
- High level of confidentiality, professionalism, and ethical practice
- Diploma of Counselling and Australian Counselling Association (ACA) or Australian Community Counselling Association (ACCA)
- Working with children check (Blue Card).



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Disclosure

Prospective employees of Blackheath and Thornburgh College are required to disclose any criminal history (including convictions that are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.

Additional requirements

All employees of BTC are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time and undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by your line manager or the Principal or their representative.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Maintain confidentiality of student's information in accordance with the College's privacy policies.
- Report any reasonable belief that a child's safety is at risk as per the College's policies and procedures and escalate concerns to your line manager or the Principal (as applicable).
- Demonstrate safe behaviour at all times and comply with the College's Workplace Health & Safety policies. Promote awareness of safety practices in the workplace through personal behaviour and conversations. Report all incidents including potential hazards to your line manager or the WH&S Committee.