

## Position Information Document EDUCATION SUPPORT OFFICER (ESO)



### Allied Health STUDENT COUNSELLOR

**Name:**

**Commencement:** 19 January 2026 (or as negotiated)

**Position Title:** Allied Health Student Counsellor

**Grade:** Grade 6

**Stream:** Other Professionals

**Employment Type:** Permanent

**Fraction Time:** To be negotiated  
*Default: 0.85 FTE – 37.5 hours per week working 41 weeks  
Commencing the school year in Week 0 of Term 1 and concluding at the end of  
Week 9 of Term 4.*

**Reports to:** Assistant Principal Student Development  
*All positions ultimately report to the Principal.*

**Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020 (and as amended/replaced).**

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#### 1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others. Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The School Counsellor is a qualified professional, works in consultation with school leaders, to implement and deliver an effective professional counselling service within the school community to support the emotional, social and learning development needs of students. The Student Counsellor has a mandate to respond to the marginalised and vulnerable in the College community, implicit to the Catholic tradition that underpins Gleeson College.

Under broad direction, the School Counsellor supports school leadership in determining priorities and practices, through the application of specialist professional knowledge, skills and expertise to develop operational strategies and policy to enhance student safety and wellbeing and facilitate successful learning.

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## 2. SPECIAL CONDITIONS

Any additional time worked (overtime) must be pre-arranged and pre-approved by the Assistant Principal Student Development or Business Manager, in accordance with College policy. Out of hours work may be required.

## 3. KEY WORKING RELATIONSHIPS

- Assistant Principal, Student Development
- Principal and Leadership Team
- Counselling Team
- House & Learning Area Leaders
- Inclusive Education Staff
- Students and families
- College Students and Staff
- CESA Office Allied Health Team
- External Providers and Agencies

## 4. KEY RESPONSIBILITIES

### Student Support

- As a counselling team, manage the counselling services of the school.
- Undertake counselling with students to address complex individual, peer group, social and emotional concerns and monitor identified trends, patterns, and areas of concern within the school and broader community.
- Facilitate and/or provide specialist individual and small group counselling for high needs students (and others), as applicable, relating to trauma, grief, loss, anger management and other needs.
- Prepare and maintain accurate case notes, files and reports on counselling and associated interventions to fulfil professional obligations, noting that all information and documentation is stored securely and confidentially and remains the property of the school and must be fully available to authorised personnel at all times.
- Maintain confidentiality as required, being cognisant of the school's legal and moral duty of care.

### Liaison and Coordination

- Fulfill all obligations under Child Protection legislation, including mandated notifications, and promptly inform the Principal and Leadership Team of relevant matters.
- Apply professional judgement to communicate relevant information to the Leadership team, staff, families, external agencies, and/or other stakeholders as appropriate.
- Notify, liaise and advise parents of their child's educational and social activities to enhance learning outcomes, as appropriate.
- Provide correspondence, reports etc as required for the employer, families, mental health practitioners and Government and community agencies, maintaining effective records at all times.
- As authorised, negotiate and facilitate the service provision of specialist external counselling and associated services not available in-house, ensuring effective handover and continuity of care, and maintaining all relevant documentation, records etc.
- Liaise and work with Catholic Education Office Allied Health professionals and outside counselling and associated service agencies and promote specialised counselling services and programs to the wider school community.

### **Supporting Staff and Leadership**

- Equip staff to identify students at risk and provide access, guidance, advocacy and links to College and external support services.
- In conjunction with school leadership, assist in the development of pastoral care programs and similar initiatives within the school as appropriate.
- In collaboration with educators, develop, implement and lead specialist orientation programs particularly with the key transition years.
- Assist and support teachers in their teaching strategy for health-related topics such as student wellbeing and resilience and develop appropriate resources and activities.
- Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the school, formulate policies and provide specialist advice on policy formulation to school leadership.
- Identify policies and procedures requiring review or re-development and define all relevant issues to ensure currency and best practice is delivered

### **College and Community Engagement**

- Actively engage in College programs, wellbeing initiatives and community events.
- Build positive relationships with families to support student engagement and wellbeing.
- Participate in College training, meetings and professional reviews to support collaboration and consistency in practice.

### **Professional Growth and Development**

- Undertake complex professional activities including research involving the selection and application of new and existing techniques and methodologies using professional judgement.
- Maintain appropriate, continuous professional knowledge by attending professional development and actively participating in relevant network/professional groups.
- Undertake other duties as required by the Principal (or delegate).

## **5. PROFESSIONAL RESPONSIBILITIES**

- Understand and implement Gleeson College student conduct, engagement and wellbeing strategies and policies.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Participate in professional development and training activities as required.
- Attend meetings and events as requested by the Line Manager and/or Principal.
- Follow First Aid management, training and reporting within the policies and guidelines of the CESA Safety Manual – First Aid, including providing First Aid to students and staff as reasonably requested and required.
- Communicate effectively and establish positive relationships with staff, students, parents, visitors and external stakeholders.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.

## **6. PERSON SPECIFICATION**

### **Essential skills and attributes:**

- A Tertiary qualification in Counselling (or equivalent) and comprehensive demonstrated knowledge and experience in a comparable role, particularly with children and young people, including those with additional needs.
- Demonstrated specialised comprehensive experience and high-level professional skills providing effective and empowering counselling to students and others, including those with complex and additional needs.
- Current registration and/or membership of a relevant and recognised professional organisation/registration body as required by legislation.
- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Comprehensive knowledge of current Child Protection requirements and associated legislation and demonstrated application of same.
- Knowledge of available Government and Private support agencies for students in acute need.
- Demonstrated accountability for a broad range of personal and team service outcomes with responsibility for the overall planning and delivery of work and associated outcomes for the counselling function, of significant scale or complexity, within the school community.
- Demonstrated ability to prioritise, plan and deliver effective counselling support, exercising professional judgement and independence based on extensive experience and an advanced level of expertise to achieve required outcomes.
- Experience in undertaking research and investigation and proven ability to develop policy and practice directions in area of expertise for use by other school staff.
- Excellent organisational and time management abilities, with capacity to prioritise and manage records accurately, be proactive and meet required timelines.
- Exceptional interpersonal and communication skills and proven ability to quickly develop a strong positive rapport with students, staff, families and other stakeholders.
- Demonstrated capacity to work independently, exercising sound decision-making and professional judgement based on experience and expertise relevant to the role.
- Demonstrated leadership capability, including ability to positively influence and support Leadership and staff, and inform the development of relevant policies and strategies.
- Ability to lead and respond effectively to unexpected situations and/or emergencies.
- Commitment to confidentiality, ethical practice and ongoing professional learning and development.

**Desirable skills and attributes:**

- Experience working in education and/or youth mental health settings.
- Familiarity with SEQTA or similar management systems.
- Experience in facilitating group counselling or wellbeing programs.

**Acquire and maintain:**

- Current registration and/or membership of a relevant and recognised professional organisation/registration body as required by legislation.
- Clearance to work in Catholic Education and Current DCSI/Working with Children Check/Catholic Police Check.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- Knowledge of Duty of Care, Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) and Keeping Safe: Child Protection Curriculum frameworks.
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

## 7. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

## 8. PERFORMANCE REVIEW

The employee may be requested to undertake a performance review at mutually agreed times; consultation will occur between the employer and the employee to ensure that the PID is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

## SIGNED

Principal or Delegate: ..... Date: / /

Employee: ..... Date: / /