Position Information Document
Education Support Officer:

STUDENT COUNSELLOR

Name:

Start:
Commencing Monday, 26 March 2018 and concluding Friday, 14 December 2018

Position Title:
ESO – Student Counsellor

Grade:
Remuneration in accordance with qualifications.

Stream:
Curriculum

Employment Type:
Replacement

Fraction Time:
Full-time (1.0 FTE)

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2017.

1. BROAD PURPOSE

Work collaboratively with colleagues, parents and families, and the wider education community to facilitate learning by students and engage in educational reforms.

In the role of Student Counsellor, the primary function is to provide personal counselling services to the students of Gleeson College. The incumbent will also provide staff assistance and input in Child Protection, Critical Incidents and Mandated Reporting policies and procedures.

Student counselling services are central to the educational vision of the College. In addition, the Student Counsellor has a mandate to respond to the marginalised in the school community, which is implicit to the Catholic tradition that underpins Gleeson College.

2. KEY WORKING RELATIONSHIPS

- Principal and Leadership Team
- Assistant Principal Student Development
- Learning Area Coordinators
- House Coordinators
- College Staff
- Students
- Parents and Families.
3. POSITION OBJECTIVES

The Student Counsellor is directly responsible to the Principal and/or the Deputy Principal.

The role of the Student Counsellor is to ensure:

- A commitment to the Catholic ethos of the College
- Familiarity with issues as they relate to adolescents and young adults
- The ability to case manage, counsel and work with students and their families
- High order interpersonal skills including the capacity to communicate and relate to people in a variety of situations
- An ability to problem solve and manage conflict situations
- A working knowledge of Duty of Care, Reporting Child Abuse & Neglect – Education & Care (RAN – EC) and Keeping Safe: Child Protection Curriculum (KS – CPC) as they relate to student counselling
- Knowledge of available Government and Private support agencies for students in acute need
- High level skills in organisation, written and oral communication
- Effective Christian role modelling that reflects the Gleeson 10 and the ethos of the College and the Gleeson College Staff 5
- Maintaining any place or equipment designated or chosen for specific activities.

4. DUTIES AND RESPONSIBILITIES

- Support the aims and policies of the school and to ensure that decision-making actions are carried out in the spirit and those of a Catholic school
- Provide confidential counselling service for students, their parents and staff as required, while adhering to mandatory notification principles
- Counsel students in relation to education issues (such as management of the curriculum, homework, timetabling, attendance and study skills)
- Counsel students regarding personal and social issues (such as substance abuse, sexuality, anxiety, depression, eating disorders, self-esteem, family and relationship difficulties and anger management)
- Counsel students in crisis situations (such as dealing with the death of a family member or friend, suicidal tendencies and abuse situations)
- Act as a referral provider to clients for ongoing issues which exceed the professional training, expertise or mandated requirements of the Student Counsellor
- Provide and initiate programs related to wellbeing, mental health, resilience and other related topics
- Provide mediation for students and staff involved in grievances in line with the College grievance policies and procedures
- Work with staff to identify students at risk and offer counselling, support, advocacy and links to external support provides
- Participate in Crisis Management Planning when such situations arise
- Ensure professional judgement is applied to communicating relevant information and issues to the Principal, Deputy Principal, members of the College Leadership Team and teaching staff
- Maintain confidentially as required but be cognisant of the College’s legal and moral duty of care
• Report where appropriate to the Principal concerning critical situations when students may be at risk to themselves or others
• Inform the Principal of all mandated reports and inform relevant matters for parent, civil, police or governance follow-up
• Maintain and manage all student counselling notes which remain the property of the College in perpetuity
• Attend relevant in-services and conferences to update knowledge and practices and maintain professional standing as approved by the Principal
• Demonstrate skills in working with and advocating for Indigenous and marginalised young people.

5. PROFESSIONAL RESPONSIBILITIES

• Understand and implement Gleeson College behavioural management strategies and policies
• Have a commitment to uphold and contribute to the Catholic ethos of Gleeson College, The Gleeson 10 and the Gleeson Staff 5
• 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
• Ensure the health, safety and welfare of students and fellow employees
• Able to establish positive relationships with staff, students, parents and visitors
• High professional standards and the ability to present an appropriate image of the College supporting the dress/uniform requirements
• Attend all meetings and events as requested by the Business Manager (Open Night and Presentation Evening)
• Able to communicate effectively with people from a range of backgrounds
• Able to act calmly in the face of adversity or emergency
• Able to work autonomously and as part of a team
• Flexible in approach and able to manage competing deadlines and tasks, in a timely manner
• High attention to detail
• Able to maintain confidential information and act with discretion and decorum
• An open and friendly disposition.

6. 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.
7. PREFERRED REQUIREMENTS

Registered psychologist or qualification in Counselling at Graduate or Post Graduate level with membership of a recognised professional association (such as Counselling Association of South Australia (CASA), or the Australian Psychological Society is desirable.

8. SPECIFIC REQUIREMENTS

- Acquire and maintain:
  - Police Clearance to work in Catholic Education
  - Approved Respond to Abuse and Neglect mandatory training
  - First Aid Training
  - Specific qualifications and/or expertise in the designated curriculum and school management area
- Perform any other duties as required from time to time by the Principal.

9. PERFORMANCE REVIEW

- The employee must undertake a performance review following an initial 3-month probation period.
- The employee must undertake a performance review on a twice-yearly basis or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the PID is accurate.

SIGNED

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

Employee: .................................................................................. Date: / /