

Job Description: School Counsellor

Clinical work roles and responsibilities

- Responds to referrals from students, staff or parents and assesses suitability of clients for counselling intervention that will support learning.
- Assesses referrals individually for suitability of counselling intervention.
- Evaluates all referrals for manageability within our school context and recommends referrals to outside agencies when deemed necessary.
- Provides age appropriate counselling interventions designed to support learning for individuals and groups.
- Supports mediation between stakeholders as required.
- Manages a caseload and maintains confidential client records and counselling information on students as appropriate.
- Maintains up to date skills through regularly accessing training and maintaining membership of appropriate professional bodies.
- Works with groups of the GIS community (families and/or teachers) on personal skills where a need is identified.
- Attends monthly clinical supervision sessions.

Educational roles and responsibilities

- Works with individuals and/or groups of students on the development of social, individual and interpersonal skills to empower learning where a need is identified.
- Enhances students' educational achievement through support and guidance.
- Consults with and advises school personnel and parents on any relevant specific needs of students within and outside the classroom.
- Assists students to explore and examine their own feelings, beliefs, values and behaviour to support their learning and interpersonal skills.

School community roles and responsibilities

- Attends key meetings with families where appropriate, throughout the year.
- Meets with new students and those leaving school at the beginning and end of each term to support in their transition to and from the community.
- Maintains awareness of general staff morale and suggests ways to improve this within agreed boundaries.
- Provides access to local community programmes that enhance the school philosophy and/or meet the needs of the GIS community.
- Liaises with relevant school management team members to discuss any issues emerging either within the school and/or between the schools

Parental support-roles and responsibilities

- Works with and guides parents to support student development when deemed necessary.
- Works with family members in order to assist them in understanding their child's needs and how to support their learning.