

SCHOOL COUNSELLOR

Position Title	School Counsellor (P-12)
Reporting Manager	Dean of Students (7-12) and Heads of Preparatory, Junior & Secondary School
Classification	Wellbeing Service Staff - Psychologists
General Description of the Position	<p>The School Counsellor is a member of the counselling and student wellbeing teams and would work 0.6 FTE on the Junior Campus (P-6) and 0.4 FTE in the Secondary School (7-12). This role reports to the Dean of Students (7-12) and Heads of Preparatory, Junior & Secondary School.</p> <p>This role provides an essential service within the School, contributing proactively to students' ongoing development in learning and wellbeing. The Counsellor identifies, supports and refers for further treatment, students who struggle with mental health and related school /family issues. This role includes supporting teaching staff in the management of these students, as well as supporting parents.</p> <p>Key accountabilities include:</p> <ul style="list-style-type: none"> • Provide a professional, legal and ethical counselling service supporting students and their families to achieve student wellbeing and positive educational outcomes (school experience preferred) • Educate, empower and involve parents and carers to support their children's learning and social, emotional and behavioural growth • Work collaboratively with educators, external agencies and other School support staff as required
Specific Duties and Responsibilities	<ul style="list-style-type: none"> • Deliver a professional, legal and ethical school counselling service for students, families and staff, particularly focussing on common developmental issues for children and adolescents including behavioural, learning or social / emotional difficulties, as is suitable within a school-based service • Assist young people to succeed academically, socially, behaviourally and emotionally • Promote wellness and resilience by reinforcing communication and social skills, problem solving, anger management, self-regulation, self-determination and optimism • Support students with grief and loss counselling when required • Support crisis management by providing advice and support along with direct services • Support students in their learning through strategies for time management and study skills • Work collaboratively with parents, carers, classroom teachers and other professionals to understand the needs of individual students and propose/implement evidence-based therapeutic supports to address concerns • Contribute expertise and knowledge of positive interventions to student 'Individual Education Plans' informing social, emotional, behavioural and academic success • Promote wellbeing and resilience by working developmentally and preventatively within the school community to reinforce core social and emotional competencies (CASEL) • Support students with grief and loss counselling when required • Support crisis management by providing advice and support across the School (P-12) along with direct services as required

	<ul style="list-style-type: none"> • Provide a comprehensive referral service for students and their families when required. Referrals may include other services within the School as well as in the broader community • Organise, support and facilitate additional student wellbeing programs, including anxiety prevention programs such as ‘Cool Kids Anxiety Management’ and social skill activities such as ‘Friendship Club’ and ‘Peer Support’ • Assist in preparing, organising and delivering parent seminars and staff professional development on relevant student wellbeing topics • Maintain professional learning and keep abreast of evidence-based approaches and therapeutic strategies • Maintain a high standard of record-keeping and case-notes as required • Participate in staff meetings, staff professional development and contribute expertise in building staff mental health capacity • Develop, implement, review and share an annual ‘Individual Professional Learning Plan’ based on identified learning goals 	
Knowledge, Experience & Qualifications Requirements	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Relevant psychology degree/s or equivalent; three years related experience (minimum) and/or industry training; or equivalent combination of education and experience. • In addition to registered psychologists, social workers and / or counsellors with relevant experience and qualifications, meeting the above criteria, are encouraged to apply • Experience working with parents, carers, children and young people in a school or mental health setting • Knowledge, understanding and experience with ethical guidelines and practice as outlined by the APS and / or other registration bodies, including client privacy, limits of confidentiality, informed consent and working with children and families • Thorough working knowledge of current child protection responsibilities • Knowledge of evidence based theoretical models and approaches applicable to early childhood and families • Knowledge, understanding of and experience with interpretation, dissemination and implementation of psychometric educational testing as well as other psychological assessment in emotional and behavioural functioning • Experience in dealing with sensitive, complex staff and student issues • Current Membership of, or registration with, relevant regulatory associations (e.g. APHRA, APS, ACA) <p>DESIRABLE</p> <ul style="list-style-type: none"> • Experience working with children, teachers, parents and mental health practitioners within a school setting • Experience with family interventions or as a parent educator • Ability to work independently and develop positive collaborative relationships within a multidisciplinary team 	
Individual Competencies	See Competency Framework	
Key Relationships	<p style="text-align: center;">Internal</p> <ul style="list-style-type: none"> • Students • Teachers • Dean of Students (P-6) and (7-12) • Heads of Preparatory, Junior & Secondary Schools 	<p style="text-align: center;">External</p> <ul style="list-style-type: none"> • Parents and carers • Specialist health professionals

	<ul style="list-style-type: none"> • Senior Campus Counsellors • Junior Campus Counsellor • Deputy Principal • Junior Campus Chaplain • Health Centre 	
Work Health and Safety	<p>The tasks and duties contained in this position description should never preclude an employee from managing and maintaining their own Work Health and Safety. The successful applicant must complete a staff induction programme prior to commencing work at Redlands.</p>	
Privacy	<p>Privacy protects the principle that individuals, including children and young people, have rights to their personal information. Redlands is committed to the preservation and promotion of these rights. The Privacy Act 1988 (Cth) regulates the way private sector organisations, including the School, handle and store personal information. The Privacy Act sets out a number of principles that the School must comply with when handling personal information. These principles are known as Privacy Principles and apply to personal information and sensitive information collected and held in records. The Redlands Privacy Policy outlines the ways in which we manage personal information.</p> <p>As part of this recruitment process, the School may store the personal information collected from applications, for example name and address or information contained in the online application or resumes, for up to three months. Redlands will not disclose this information to a third party without the applicant's consent.</p>	
Child Protection	<p>The successful applicant will be subject to an employment screening process with the Office of the Children's Guardian. A Working With Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.</p> <p>All staff at Redlands take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do.</p>	
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Department:	Counselling	
Reports To:	Dean of Students (7-12) and Heads of Preparatory, Junior & Secondary School	
Prepared By:	HR Advisor	
Prepared Date:	March 2021	
Approved By:	Deputy Principal	
Approved Date:	March 2021	