



Penola
CATHOLIC COLLEGE
EST. 1995

Position Description

Position Title	EAL Counsellor
Classification	Education Support Category B Level 4 (work school terms only)
Employment Status	Fixed Term Part Time (0.4 FTE)
Reports to	Principal, Deputy Principal – Head of Campus
Updated	November 2019

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The EAL Counsellor is responsible for the counselling of individual EAL students, referred to support the social, emotional, cognitive, behavioural and educational development of the EAL student/s. The EAL Counsellor provides both individual and group interventions with the aim of being proactive and preventive. The EAL Counsellor is aware of the confidentiality and privacy of information for EAL students. To ensure EAL students educational and social emotional needs are met the EAL Counsellor must disclose where possible information to relevant staff members.

Responsibilities and Accountabilities

- Meet with individual EAL students referred by their parent, teacher, Year Level Co-ordinators, Heads of Campus or self-referred to the Student Services Department.
- Provide counselling to students by offering an individualised treatment plan.
- To refer EAL students to appropriate external agencies (if appropriate / required) and to continue to case manage these students to ensure they are receiving ongoing support for school-related issues, when appropriate.
- To liaise with staff such as subject teachers, homeroom teachers, Year Level Co-ordinators, Co-ordinator of Students, Head of Campus, and Principal about

individual EAL students. Communication should be provided in Student Wellbeing Meetings, one-on-one discussions, email and phone calls.

- To increase awareness, understanding and skills of staff in the school community on issues relating to EAL students' mental health, and wellbeing including primary prevention and early intervention.
- To provide leadership and support in the identification of emerging wellbeing issues and support with regards to establishing appropriate prevention and intervention measures.
- Liaise with parents where appropriate.
- Provide information to staff as necessary about specific EAL students or programs.
- Liaise with Student Wellbeing Officer regarding support programmes for EAL students.
- Ability to lead group student wellbeing / social skills and other programmes when appropriate.
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager)

Experience and Qualifications

- Ability to speak and read / write Chaldean / Assyrian / Arabic
- Ability to prepare reports as requested by the College and outside agencies.
- Relevant training in counselling skills.
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.
- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely
- Undertakes finely detailed work in a precise and accurate manner
- Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- Proactive and self starting, taking responsibility for own actions
- Experience in Microsoft Office Suite, Outlook, CareMonkey and Synergetic.
- Accepts new and different situations as a matter of course and effectively meets new challenges
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use
- Be able to do repetitive and/or menial tasks when required.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others
- Hold a current Working With Children Check and Police Record Check

- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / inservicing done in support of the role
- Time Management in the fulfillment of the role
- Organisational skills and competencies used in the aspects of the role
- ICT Skills used and developed in the role
- Successes/Challenges that the role encounters

Meetings

Attend staff meetings and other meetings as required.

Professional Development

Relevant professional development can be accessed by the EAL Counsellor.

Employee Obligations

Policies

All staff are employed under and abide by the *Victorian Catholic Education Multi Enterprise Agreement 2013* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.

Employee Acknowledgement

I have read and understand the content of this position description and undertake to meet the Responsibilities and Accountabilities in an appropriate manner.

Name: _____

Signature: _____ Date: _____