

School Counsellor Role Description

School Counsellors in Catholic schools not only need to be qualified clinical practitioners who have a knowledge and appreciation of school environments, they also need to be fully supportive of the ethos and purpose of the Catholic school.

Actively Promote Proactive and Preventative Practices and Initiatives.

1. Work in consultation with the Principal, school leadership, staff and Catholic Schools Office staff to improve student wellbeing and learning outcomes together with the implementation of school or system priorities.
2. Provide short term psychological counselling, therapy and programs for individuals and groups for a range of mental health, emotional and family issues
3. Plan, implement and evaluate evidence informed early targeted interventions in collaboration with staff, relevant professionals and families to increase positive mental health outcomes.
4. Assist the Principal or delegate by providing timely and accurate information so they can effectively oversee student wellbeing issues.
5. Promote positive mental health outcomes and social emotional literacy by being an active member of the school pastoral care team.
6. Provide professional learning and information to build the capacity of school staff and families to improve student's learning and developmental outcomes.

Facilitate a Coordinated Approach to Support Students

7. Coordinate a referral process that empowers stakeholders to effectively respond to student needs and supports the development of positive student health and wellbeing outcomes.
8. Respond to and assist the school in their response to critical incidents and emergencies
9. Identify and collaborate with key external agencies in the school community.
10. Collaborate with school key stakeholders, external agencies and families to support students with complex needs.

Demonstrate Professional and Ethical Practices

11. Collect, collate and maintain student information and records to meet legislative and system requirements.
12. Engage in Catholic Schools Office Lismore professional learning and allocated hours of external supervision support.
13. Respond appropriately in compliance with Catholic Schools Office Lismore guidelines to requests or communication from legal representatives. This includes responding to subpoenas and court orders.
14. Follow the Catholic Schools Office Lismore Child Protection Policy, including reporting any concerns regarding the safety, welfare or well-being of a child or young person to the Principal.
15. Maintain professional competence and continued professional learning, inclusive of maintaining professional self-care.
16. Follow recommendations in the Catholic Schools Office School Counsellor Expectations Document.