

St Francis de Sales College

STUDENT COUNSELLOR

(Bachelor's Degree or Certification in Social Work, Counselling or Psychology)



Position Information Document

Stream	Resources	<input type="checkbox"/>	Admin & Finance	<input type="checkbox"/>			
	Curriculum	<input type="checkbox"/>	Boarding House	<input type="checkbox"/>			
	Early Childhood	<input type="checkbox"/>	Services	<input type="checkbox"/>			
	Other Professionals	<input checked="" type="checkbox"/>					
Grade: 5 – Year: 1							
Employment Category							
Permanent	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Temporary	<input checked="" type="checkbox"/>	Casual	<input type="checkbox"/>
Position Status: 37.5 Hours per Week, 44 Weeks per Year							
Commencing: ASAP							

At St Francis de Sales College we aim to provide opportunities for the growth and development of all of our community members so they may 'be who they are and be that well.' We strive to inspire all to develop a love of learning and enable them to reach their full potential by living, through a Catholic lens, the College's seven Heart Values of *Faith; Perseverance; Compassion; Integrity; Respect; Wisdom and Justice*. This is the foundation and the essence upon which this role is based.

'Be who you are and be that well'

Key Working Relationships

The primary role of the Student Counsellors is to support student learning through the care and education of students. The Student Counsellors work within the school community from Reception through to Year 12, as part of the Wellbeing Team, to help maximise learning outcomes and personal growth for students, contributing to a culture of high expectations through which all students can learn, progress, and achieve.

The appointee will work collaboratively with groups including parents, teachers, and other professionals to positively influence the learning and emotional wellbeing of students, collaborating with others around learning, social/emotional, and behavioural challenges that students may be experiencing.



St Francis de Sales College is a R-12 Catholic Co-educational College in the Adelaide Hills

FAITH	PERSEVERANCE	COMPASSION	INTEGRITY	RESPECT	WISDOM	JUSTICE
-------	--------------	------------	-----------	---------	--------	---------

The appointee will act in alignment with the College practices and procedures, to demonstrate a commitment to creating and sustaining an orderly and safe environment that supports student learning, student engagement and student wellbeing, consistent with the College's Community Commitment to Respectful Relationships.

KEY AREAS OF WORK

Under the supervision of the Deputy Principal (Community and Wellbeing) and accountable to the Principal, support staff in their management of students with specific needs.

Responsibilities include, but are not limited to:

Working within the Wellbeing Team:

The Student Counsellor will:

- Provide effective, high quality counselling support to meet the needs of students and families at the college.
- Support and work with College Leadership when dealing with identified students requiring counselling support.
- Collaborate with College Leadership to establish a connection with students 'at risk'.
- Act as a resource and provide professional support to staff to develop strategies to support the wellbeing of students and their ability to connect with our Community Commitment and Heart Values.
- Be available for parents and caregivers to discuss issues that are affecting family relationships when this is impacting the child.
- Assist in the development and facilitation of therapeutic groups.
- Where appropriate, notify parents and caregivers of issues of safety regarding their child.
- Meet regularly with other members of the Wellbeing Team to discuss all issues relevant to students' wellbeing and Pastoral Care.
- Have a focus on students requiring additional support through the CESA scholarship program in partnership with other pastoral leaders across the College, also working with the Department for Children Protection and other external agencies.
- Provide case management to specific students as required, working in partnership with other staff, the student and their parents/caregivers.

Community Liaison:

The Student Counsellor will:

- Refer students and their parents/caregivers to specialised external agencies when further professional interventions are required and work in partnership with these agencies when required.
- Develop key partnerships with relevant external agencies to provide the best outcomes for students requiring additional support, specifically from a wellbeing perspective.
- Establish relationships with parents/caregivers and discuss issues that are affecting

student outcomes, this may include supporting parent information events about specific topics and strategies for young people.

- Assist with the appointment and management of Social Work students undertaking placement at the College in collaboration with Flinders University

Policy and Procedure:

The Student Counsellor will:

- Comply with State and Federal law pertaining to child protection and mandatory reporting requirements.
- Develop and support others with developing relevant plans for students such as Safety Plans, Return to School Plans, Support Plans, Management Plans and others as required.
- Assist in the development and review of procedures and policies relating to student wellbeing and assist staff in their teaching of mental health related topics concerning pastoral care, behaviour management, student wellbeing and resilience.
- Maintain clear accurate case notes and files on all counselling interventions, storing case notes securely to ensure confidentiality and in line with current 'best practice'.

Other Duties:

The Student Counsellor will:

- Where appropriate, work in partnership with other pastoral leaders to develop a Pastoral Care Program and Curriculum that meets the needs of students.
- Maintain appropriate, continuous professional knowledge by attending professional development and actively participating in relevant network/professional groups.
- Promote a safe working environment for all staff, students and volunteers.
- Perform other duties as required by the Principal (or delegate).

SPECIFIC REQUIREMENTS

The Student Counsellor will demonstrate a commitment and determination to:

- Obtain and maintain relevant tertiary qualifications eg. Bachelor's Degree or Certification (or higher) in Social Work, Counselling or Psychology.
- Commit to the Heart Values that are synonymous with the St Francis de Sales College community.
- Display the capacities and experience to deliver upon the duties required and observe discretion in relation to confidential information.
- Implement Restorative Justice processes and procedures when working with students, staff members and in liaison with family members of students concerned.
- Build and maintain trust amongst students, interacting in a positive, sensitive and respectful manner at all times.
- Develop respectful, professional, and inclusive relationships with members of the College community.

- Communicate clearly and effectively with students, staff, parents/caregivers and members of outside agencies
- Introduce work practices to produce work of the highest standard and be willing to review practices to ensure best results for self, colleagues and the wider College community.
- Undertake continuous learning and professional development that translates into applied action in support of College initiatives.
- Contribute to the achievement of actions articulated in the Wellbeing Strategic Plan for the College.
- Work effectively in a busy, dynamic and changing working environment

The Student Counsellor will need to acquire and maintain:

- Current Working With Children Check or Catholic Police Clearance
- Full day (7hr) Completion of Responding to Abuse and Neglect (RAN-EC) Training
- Current Responding to Risk of Harm, Abuse and Neglect-Education and Care (RRHAN-EC) training and update
- Current First Aid in Educational and Care setting training
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH & 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 and 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.