



## Role Description College Counsellor / Psychologist

November 2022

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

<b>Position:</b>	College Counsellor / Psychologist
<b>Reports to:</b>	Assistant Principal: Wellbeing and Engagement
<b>Key Internal Liaisons:</b>	Assistant Principal Learning and Teaching College Counsellors Head of Learning Diversity Student Wellbeing Team Year Level Leaders
<b>Conditions:</b>	Conditions are as per the Victorian Catholic Education Multi Enterprise Agreement 2018. This is a 0.8 - 1.0 FTE, Category B Education Support Officer position.
<b>Hours of Work:</b>	Normally: 8.00 am – 4.00 pm This role requires flexibility of hours due to the timing of College events.

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Staff are expected to reflect the values of Kildare Ministries in the way that they perform their role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The College Counsellor / Psychologist is appointed by the Principal and is accountable to the Assistant Principal: Wellbeing and Engagement. She/he is expected to work in partnership with the College Counsellors, with members of the Student Wellbeing Team, teachers and families.

**Child safety:** It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

### KEY RESPONSIBILITY AREAS

#### 1. Counselling and Support Services

- Contribute to the effective operation of the counselling office as a service to support students
- Build awareness of, and foster a positive attitude to, the school's counselling service among students and parents/carers

- Provide individual or group counselling to students with emotional, social, behavioural, or organisational concerns, or concerns relating to learning difficulties or special learning needs
- Resource and support parents/carers so that they, in turn, can offer support to their child in the school environment
- Report as and when appropriate to key internal stakeholder's critical situations involving Kilbreda students
- Referral of students and families to external agencies and professionals where medium to long-term stakeholders (teacher, parents etc)
- Advise and support the Leadership Team in the management of critical incidents in the school community involving student trauma. This could include offering advice on the external specialist resources that might be enlisted for the particular situation
- In collaboration with the Head of Learning Diversity, conduct Program Support Group (PSG) meetings for students with social-emotional needs
- Assist with applications for Special Provisions, Educational Access Schemes and other relevant grants from Government Sources
- Establish and maintain links with relevant community support agencies, allied health professionals and school networks
- Adhere to the relevant professional standards pertaining to the counselling profession in the context of a school setting. This includes maintaining confidential case notes for all students obtaining counselling.

## **2. Staff Education**

- Design and deliver training to help staff in the development of pastoral expertise
- Resource and empower staff in their pastoral role in the school and, when required, support staff in regard to particular students for whom they may hold concern.

## **3. Pastoral Care/Child Safety**

- Be familiar and comply with Ministerial Order No. 1352 (Child Safe Standards)
- Ensure familiarity and compliance with the School's Child Safe Program, including Child Safe Policy, Code of Conduct and Procedures at all times
- Adhere to and implement all working practices and procedures in accordance with the School's Risk Management and Occupational Health and Safety Policies
- Undertake regular training and professional development in Child Safety
- Fulfil the role of a Child Protection Officer within the College
- Contribute to the planning and provision of workshops and programs for students, staff and families in relation to Child Safety.

## **4. Professional Development**

- Be regularly involved in professional development activities to ensure expertise is best practice
- Actively participate and contribute to the school's Professional Learning Communities (PLC) program where required
- Participate in and contribute to staff and school meetings.

## **GENERAL ACCOUNTABILITIES FOR ALL STAFF**

- Support the Vision, Mission and Values of the College

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
- Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- Be familiar with and comply with all College policies and procedures
- Demonstrate professional and collegial relationships with colleagues
- Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days / sessions
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College's professional dress code for staff
- Attend and participate in College community evening and events relevant to their role.

No position description can be entirely comprehensive. The College Counsellor / Psychologist will be expected to carry out other duties from time to time that are broadly consistent with the position description.

#### **SKILLS/QUALIFICATIONS/KNOWLEDGE**

- Appropriate qualifications in counselling / psychology / social work and registration with the Australian Counselling Association and Psychology Board of Australia (AHPRA)
- An understanding of the mission of a Catholic school and the implications for the work of a College Counsellor / Psychologist in this context
- An understanding of the issues that affect the personal, social and emotional wellbeing of adolescent girls
- Highly developed communication and interpersonal skills, including the ability to liaise effectively with a wide range of people to identify and address students' specific social, emotional, learning and behaviour needs
- Demonstrated ability to develop and implement programs, procedures and policies that enhance student wellbeing
- Demonstrated ability to design and deliver professional learning for staff related to student engagement and wellbeing.
- Proven commitment to ongoing professional learning