

# POSITION DESCRIPTION

## School Counsellor



### Position:

The School Counsellor provides high quality on-site short-term counselling services to students and advice and guidance to teaching staff on issues related to the emotional well-being of students in their care. The School Counsellor makes independent assessments of students and provides appropriate interventions and/or referrals to other agencies or services. It is expected that the School Counsellor exercises autonomy and considerable professional judgement in the counselling process. As part of an extensive Pastoral care and Well-Being Team, the School Counsellor facilitates collaborative relationships with relevant staff within the School regarding mental health, behavioural and educational issues of students. The School Counsellor is responsible for ensuring the School maintains compliance with the regulatory requirements and benchmarks related to counselling services and duty of care.

### Reports to:

- Principal
- Deputy Principal - Wellbeing – Head of Senior School

### Key Contacts:

- Students
- Vice Principal – Head of Junior School, Deputy Principal – Innovation and Learning, Vice Principal – Howqua Campus.
- Director of Pastoral Care and Boarding (Howqua)
- Year level coordinators
- Heads of House
- Special Education Co-ordinator
- VCE/IB coordinators, Curriculum leaders, School Nurses and Teachers.
- Parents.

### Location:

- Lauriston Girls' School Armadale Campus

### Key Selection Criteria:

- Demonstrated excellence as a professional school counsellor. Demonstrated commitment to student well-being.
- Demonstrated excellence in the management and delivery of pastoral care. Demonstrated leadership and team building skills.
- Demonstrated excellence in a role of responsibility.
- Demonstrated ability to initiate and implement programs aligned with the School's vision, mission and values.
- Demonstrated belief in the values of the School.
- Act in accordance with the ethical and professional guidelines outlined by the Psychologist Registration Board of Victoria.
- Appropriate qualifications and registration as a teacher are essential.

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### Personal Requirements/Competencies:

- Leadership Initiative Flexibility Empathy
- Outstanding communication skills (listening, written, oral)
- Rapport
- High level organisational and administrative skills
- Mediation skills

### Key Tasks

- Student Well-being:
- Provision of individual short-term counselling services to senior students.
- Provision of a referral service for psychological and educational assessment as required. Provision of programs and support to teachers and Tutors to ensure best practice in pastoral care delivery.
- Liaison with relevant staff regarding any special needs for students including special provisions for examinations.
- Oversee with Senior Staff, transition programs, student groupings for classes and allocation of students to Howqua Houses.

### Staff:

- Conduct regular meetings with Year Level Co-ordinators.
- Liaison with the Nursing staff to ensure provision of effective health care services. Work closely with the Junior School Special Education Co-ordinator.
- Lead pastoral care team.
- Provide induction into Lauriston Girls' School pastoral care processes.
- Manage resolution of specific issues relating to pastoral care with Heads of School. Liaise with the Heads of School, level coordinators, Curriculum Leaders and the Director of Lauriston Institute to provide professional development opportunities in related well-being or regulatory areas.

### Management/ Administration:

- With the Pastoral Care and Well-being Team develop, evaluate and review policies and procedures relevant to the School.
- Implement all Lauriston Girls' School policies.
- Develop appropriate budgets and planning for School Counselling services.
- Write submissions for funding for integration and other relevant areas and liaise with organisations and Government agencies as appropriate.
- Report biennially to the School's Executive and through Executive to School Council.

### Communication/ Community Relations:

- Provide regular confidential student reports to the Principal and Deputy Principals. Ensure absolute confidentiality is maintained in all communications.
- Maintain positive communications with students, staff and parents.
- Ensure parents are kept well-informed regarding any issues or concerns with individual students and document and follow-up where appropriate.
- Attend and present at Parent Information sessions on relevant topics.

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### **Lauriston Girls' School's five core values:**

- Relationships
- Courage
- Creativity
- Intellectual Curiosity
- Engagement In Life

### **Child Safe Standards:**

Lauriston Girls' School has zero tolerance for child abuse. Everyone working at Lauriston Girls' School is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, Code of Conduct and Lauriston Girls' School's policies and procedures in relation to child protection, and comply with all requirements;
- Read and formally acknowledge their acceptance of the school's Code of Conduct for staff;
- Take all reasonable steps to protect children from abuse;
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate;
- Teachers and nurses fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate);
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children;
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds;
- Promote the safety, participation and empowerment of children with a disability;
- Provide an environment that is supportive of all children's emotional and physical safety.

### **Child Protection Training**

Lauriston Girls' School has developed a Child Protection Training program that has been designed to assist staff with the knowledge and skills required to respond appropriately to issues of child protection. Your on-going employment is subject to you completing the Lauriston Girls' School Child Protection training program.

### **Final Statement:**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

This position description is to be read in conjunction with the **Classroom Teacher K-12** position description.

Initials \_\_\_\_\_

Date \_\_\_\_\_

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