



St Mary's College Broome  
Application for the position of  
**College Counsellor**  
To commence Term 1, 2021

**Name:** \_\_\_\_\_

1. Please fill in **ALL** sections of this form, even if you wish to attach Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position **AND** any other relevant information you may wish to include.
3. Please submit applications as an attachment to an email addressed to the Principal, Mrs Carol Bell via [anthea.demin@cewa.edu.au](mailto:anthea.demin@cewa.edu.au)
4. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. Applicants are required to demonstrate a clear commitment to the objectives and ethos of Catholic Education.
7. Applicants are required to demonstrate a commitment to the education of Aboriginal students.
8. In applying for this position, you will be providing St Mary's College Broome with personal information. By submitting this application, you agree that we may store this information for as long as necessary.
9. We will not disclose this information to a third party without your consent.
10. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for as long as necessary.

1. **Name:** \_\_\_\_\_  
(Surname) (Christian Name) (Title)

**Address:** \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

2. **Religion:** \_\_\_\_\_ **Parish:** \_\_\_\_\_ **Priest/Minister:** \_\_\_\_\_

3. **TRBWA:** \_\_\_\_\_ Copy attached:  Yes or  No

4. **Working with Children Card No.:** \_\_\_\_\_ Copy attached:  Yes or  No

5. **TERTIARY EDUCATION QUALIFICATIONS** –  
(Attach photocopies, NOT originals of degrees certificates, results statements, etc.)

<b>Year Awarded</b> (from most recent)	<b>Institution</b>	<b>Qualifications</b>	<b>Major areas of study</b>

6. **OTHER QUALIFICATIONS**

<b>Year Awarded</b> (from most recent)	<b>Institution</b>	<b>Qualifications</b>	<b>Major areas of study</b>

**7. PROFESSIONAL EXPERIENCE**

*Please list all previous appointments commencing with the most recent.*

Employer	Year of Appt.	No. of years in position	Area

**8. RELEVANT PROFESSIONAL DEVELOPMENT** – Give details of professional development, courses, and seminars attended within the past three years that relate to this position. Please list from most recent.

Year completed	Details of Professional Development	Relevance to Position

**9. COPY OF STATEMENTS/MEMBERSHIPS TO BE ATTACHED**

- Most recent academic statement
- National Crim Check
- Working with Children Card

**10. MEMBERSHIP OR INVOLVEMENT IN PARISH GROUP AND/OR COMMUNITY ORGANISATIONS**

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11. **REFEREES** (*Attach photocopies of testimonials or references if you wish*)

**Parish Priest**  
(If applicable)

Priest: \_\_\_\_\_

Parish: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Professional 1:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Professional 2:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Character:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

*I certify that all the information provided is true and accurate.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **ATTACHMENT 1**

### **Responsibilities**

1. Work collaboratively with staff in identifying, planning, and providing appropriate interventions to meet individual needs of students.
2. Provide assessments, interventions, and follow-up support to students, parents/carers and individuals as required. Areas of support may include students affected by grief, loss, family separation, mental health issues, anxiety and stress.
3. Assist and liaise with parents and caregivers about their children.
4. Develop and/or present proactive seminars/workshops for students to enhance their understanding and efficacy in areas such as bullying prevention, problem solving, conflict resolution, social skills, peer relationships, stress management, etc.
5. Be available to school staff for consultation, information, advice and resources as required.
6. Working closely with the Deputy Principal Pastoral Care, identify barriers to student attendance and work with families accordingly to address these.
7. Liaise with and/or refer students to external agencies and professionals as appropriate.
8. Work collaboratively with the College Leadership Team to develop and implement policy and whole-school strategies including those around behavior management, social and emotional wellbeing programs, bullying and harassment, etc.
9. Play a support role in the implementation and review of the College Crisis Management Plan.
10. Maintain confidential case notes and ensure the security of these in accordance with the Catholic Education Office policy and professional codes of conducts.
11. Report to Principal, Deputy Principal Pastoral Care, in particular with matters where a student is considered to be at risk.
12. Attend to other matters within the scope of duties generally performed by a College Counsellor as directed by the Principal and Deputy Principal Pastoral Care.

### **Qualifications Required:**

- Relevant Tertiary Qualifications
- Current Working with Children Check

### **Skills considered:**

- Experience in Social Work, Youth Work, Mental Health and Nurses qualifications will be considered.

Applicants should submit a College Counsellor Application Form available from the College website, a Curriculum Vitae and a cover letter outlining their suitability for the advertised position. Applications should be addressed to the Principal, including the names and contact numbers of three referees, one of whom must be their current employer. Please submit applications as an attachment to an email addressed to the Principal, Mrs Carol Bell via her PA [anthea.demin@cewa.edu.au](mailto:anthea.demin@cewa.edu.au) .

**Applications close 4:00 pm WST on Monday 14 December 2020**