



# ST MARY'S COLLEGE BROOME

## College Counsellor Duty Statement

**Date:** November 2013  
**FTE:** 1.0  
**Responsible to:** Principal  
**Reporting To:** Deputy Principal Pastoral Care

### ACCREDITATION REQUIREMENTS:

Accreditation to Work in a Catholic School is required by all non-teaching staff new to a Catholic school, or moving between Catholic schools, on or after 1 January 2005 to be completed over four years. Part-time staff will have a pro-rata timeline to complete the three modules as required.

### ROLE DESCRIPTION:

The College Counsellor is a key member of the Student Services Team at St Mary's College which has the responsibility for maintaining student welfare. In conjunction with the Principal, Deputy Principal Pastoral Care and Student Services team, the College Counsellor provides a professional service which aims to enhance the social, emotional and behavioural skills of each student in order to facilitate successful educational outcomes.

Aspects of the role include, but are not limited to, assessment and service planning; casework; counselling with students; liaising with parents and carers; liaising and referring to external service providers; group work; in-class lessons/sessions; policy planning/support; administrative tasks including maintaining confidential data; and staff support.

### 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 with regard to 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 School Social Worker/College Counsellor as directed by the Principal and Deputy Principal Pastoral Care.

**SKILLS:**

- Counselling qualification from a recognised tertiary institution and eligibility for membership of associated professional bodies.
- Counselling/social work experience.
- Commitment to the values of a Catholic school.
- An understanding of relevant child protection legislation, including the Children and Community Services Act 2004.
- A high level of communication skills and excellent interpersonal skills, with the capacity to work with a range of people.
- Excellent time management and organisational skills.
- Proficiency in using Information Technology
- Willingness to attend and contribute to staff meetings and some extracurricular events if and as required.
- Experience in Social Work, Youth Work, Mental Health and Nurses qualifications will be considered.
- Willingness to participate in relevant professional learning with the Principal's approval.