

Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.

The Student Counsellor is appointed by the Principal and is accountable to the Principal and Head of Students and is expected to work in partnership with the Leadership Team, teachers, students and parents in the areas of pastoral care and student wellbeing.

As a staff member of St Columba's College, the Student Counsellor is responsible for implementing the College philosophy and modelling and supporting the values as articulated in the College Mission and Values Statement – Learning, Community, Hope, Justice and Faith.

KEY AREAS OF RESPONSIBILITY

Student Support

1. To provide counselling to students (self-referred, teacher-referred, or parent-referred) according to issues affecting their wellbeing
2. To provide students with appropriate information and resources based on their presenting issues(s)
3. To refer cases beyond the expertise and resources of the Student Counsellor to the appropriate outside agency
4. To support students new to the school at Years 8–12 through orientation and follow up support
5. To supervise and implement diagnostic tests as required to provide an understanding of a student's support needs.

Staff Consultation

1. To participate in meetings with Head of Students and House Leaders to discuss student issues
2. To provide resources and consultancy to staff to assist them in their pastoral role
3. To consult with staff about the needs of individual students (within the confines of confidentiality)
4. To work with staff in developing positive school programs to foster the wellbeing of all students
5. To provide professional learning to staff on relevant issues
6. To participate in the Critical Incident Response Team and provide support to local schools where appropriate and where requested.

Parent Consultation

1. To provide support, information and resources to parents with concerns about their daughter's wellbeing
2. To provide information to parents regarding outside agencies and facilitate referrals where appropriate
3. To organise parent evenings and forums using school resources or outside agencies.

Professional Learning

1. To undertake regular professional learning to maintain current best practice
2. To undertake regular supervision

3. To establish networks with counsellors in other schools.

Other Duties

To undertake other duties as designated by the Principal or the Head of Students.

ACCOUNTABILITY

Reports to: Head of Students

Internal Liaisons: House Leaders; House Teachers; Students; Parents; Teaching Staff; Special Needs Team Leader and the Leadership Team

External Liaisons: Community agencies, Professional associations, Specialist professionals and other schools

CONDITIONS

Conditions are as per the *Victorian Catholic Education Multi Enterprise Agreement 2013* (The Agreement) and St Columba's College employment policies.

Hours of Duty: 38 hours per week

Leave: Seven weeks – One week per term break and four weeks in the December/January school holidays

Salary Scale: School Officer Category C salary as per The Agreement, with the level to be negotiated according to experience

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.

Updated February 2015