



Position Information Document

Education Support Officer Student Counsellor

POSITION DETAILS

Name: <name>

Responsible to: Principal

Immediate line manager: Director of Students

Classification Level: Grade 6

Stream: Administration Curriculum
 Resources Services
 Early Childhood Education/OSHC Other Professionals

Employment category: Permanent Replacement
 Temporary Casual

Hours per week: 21 hours over 3 days, 8:00 am – 3:30 pm, days to be negotiated.
However, upon agreement of Director of Students, start and finish times on a particular day shall be adjusted to maintain same hours of work but to accommodate a required meeting or event after 3:30 pm.

Weeks per year: 41 weeks
The 41 weeks to be worked are all student attendance weeks plus the full week prior to students commencing Term 1 and one full week following the end of Term 4 for students.

Lunch: 30 minutes, avoiding student recess and lunch breaks.
Compliance with the Enterprise Agreement ie an Education Support Officer or Indigenous Education Officer must not work more than 5 hours in any one day without a meal break of not less than 30 minutes and not more than 1 hour.

Conditions of Employment: *All employment conditions are as per the SA Catholic Schools Enterprise Agreement 2020, or as amended or updated*

CONTEXT

Mount Carmel College is a Catholic co-educational school from Reception to Year 12 in the Josephite tradition. Mount Carmel College includes a primary campus, secondary campus and the Western Technical College.

Mission and Vision

The Gospel values of 'Caritas et Dignitas' (Love & Dignity) reflect our heritage as a Catholic school in the Josephite tradition. They are the foundation of Mount Carmel College.

The Vision and Mission of Mount Carmel College is to serve its community by providing a quality, contemporary Catholic education. The legacy of the Josephite tradition enriches the College as it works to meet the needs of the times. At the heart of our mission is a diverse learning community where relationships are grounded in Gospel values, individuals feel they belong and all are encouraged to celebrate their personal excellence.

Our Core Values are *Belonging*, *Diversity*, *Excellence* and *Relationship*. We empower hearts and minds to flourish.

KEY WORKING RELATIONSHIPS

The Student Counsellor is responsible to the Principal and has key working relationships with:

- Director of Students
- Deputy Principal
- Counselling team members
- Year Level Coordinators
- Staff
- Students and families
- Outside agencies

ROLE CONTEXT

The non-teaching staff fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. The non-teaching staff must be aware of and comply with the Work Health and Safety policies and practices of the College. Occasionally non-teaching staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, masses, Mary MacKillop Day activities. Non-teaching staff shall attend meetings, professional development and other meetings as required.

KEY AREAS OF RESPONSIBILITY

Mount Carmel College comprises a Primary Campus, Secondary Campus and Western Technical College. Whilst most staff will be based at one campus, there may be the requirement for staff to work across the campuses.

The role of the Student Counsellor is to provide personal and professional counselling services to the students of Mount Carmel College, also providing staff assistance and input in the areas of Child Protection, Critical Incidents and Mandated Reporting policies and procedures.

Specific duties and tasks of the Student Counsellor include the following, in collaboration with the Director of Students and the counselling team:

- Provision of counselling services for individual students and groups of students, whilst adhering to mandatory notification requirements, duty of care and school requirements
- Connect and liaise with referral agencies and make referrals as appropriate.
- Ensure referrals are provided for ongoing issues which exceed the professional training, expertise or mandated requirements of the Student Counsellor
- Be cognisant of the College's legal and moral duty of care, report, as and when appropriate, to the Principal and relevant senior leadership concerning critical situations involving students. These situations may be inside or outside of school and would include, but not limited to, potential suicide, self-abuse, bullying, substance abuse, illegal and hazardous activities
- Implement Restorative Justice Processes and procedures when working with students, staff members and in liaison with family members of students concerned
- Liaise closely with Year Level Coordinators and Home Group teachers in working with students, parents/guardians and teachers in matters of behaviour, attendance or welfare when appropriate
- Provision of short-term support for teachers, students and families in crisis
- Encourage healthy lifestyle and support active play, such as lunchtime sport at the oval
- Provision of support and advice to assist staff to meet the needs of students
- Provide capacity building opportunities and support structures for families around their children's wellbeing through parent support networks, groups and information sessions
- Provision of information and assistance to enable teachers, students and parents to access community services
- Keep appropriate, confidential, written records of all student contact and interviews
- Where appropriate, in consultation with the Director of Inclusion or an Inclusion Coordinator, make entries on SEQTA in the appropriate section as evidence for NCCD
- As a member of the Student Committee: plan, implement and evaluate student wellbeing programs including support of the Peer Support Program
- Participate in Crisis Management Planning and enact Critical Incident Response when such situations arise
- Advise and support the Leadership Team in the management of critical incidents in the College community involving student, parent or staff trauma
- Attendance at meetings as required

DUTY OF CARE

A staff member, including a counsellor, should never promise to keep a conversation with a student confidential. All school staff, including counsellors, have obligations relating to duty of care and work health and safety. Sometimes a student will disclose information to a counsellor that gives rise to concerns about the safety of the student, of other students, staff or other people or it may be in relation to an illegal act. All such cases must be reported promptly to the Principal.

All staff engaged in counselling will keep electronic records and notes of student contact, and these notes form the ongoing property of the College, not the staff member. As such, they may be accessed by the Principal at any time. All counselling notes are to be recorded onto the school system, currently SEQTA, with appropriate restrictive access permissions set but set such that the Principal has visibility of all notes.

PERSON SPECIFICATIONS

The incumbent will be:

- Committed to and live out the Catholic and Josephite values of the College
- A person of outstanding character and be able to model and inspire others to uphold the school's vision, mission and values
- A person with highly developed communication skills and the ability to relate to, and respond effectively to, the needs of staff, students and families, particularly in light of the large diversity within our community
- Demonstrate effective communication in all dealings with those internal and external community members
- Work with minimal supervision.
- A person who works collaboratively and will role-model best practice
- A person who understands the high level of confidentiality involved in the role
- Empathetic to the complex needs of adolescents
- Committed to the ongoing development of contemporary practices
- Able to work with colleagues to create a collaborative environment
- An efficient administrator
- Hold, or be willing to obtain, a current First Aid Certificate

SPECIFIC REQUIREMENTS & CONDITIONS

- Some extra hours and flexibility around hours may be required around special events in the life of the College eg Open Day, special masses and celebrations or where the counselling or support of a College community member (student, staff, parent) necessitates. Additional time must be pre-arranged and pre-approved by the Director of Students, Deputy Principal or Principal.

Qualifications and Training – possess or willing to obtain, and must be maintained:

- Working With Children Check and clearance to work in Catholic Education SA
- Approved Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training or as amended or updated
- Designated First Aid Certificate

Desirable criteria:

- Relevant qualifications required to undertake Counselling work with young people, including Allied Health Professionals
- Experience in an education environment
- Experience in the youth and mental health sector
- Current driver's license

WORK HEALTH & SAFETY**Workers**

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

In addition, all employees are required to:

- Be familiar with and understand Mount Carmel College's WHS policies
- Report all hazards, incidents, accidents when witnessed, in accordance with Mount Carmel College's WHS policies and procedures
- Complete WHS education and training modules as required
- Use correctly any equipment provided for health or safety purposes.

PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis

GENERAL

This Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID last review date: November 2024