



Student Counsellor Position Information Description (PID)

General Information:			
Job Title:	Student Counsellor	Incumbent's Name:	
Manager's Title:	Lead Student Counsellor	Manager's Name:	Tasha Palumbo
Approved by (title):	Deputy Principal Head of Secondary and Pastoral	Approved by (name):	Matthew Williams
Classification:	ESO Grade 6 Other Professionals Stream	Allowance:	N/A
Updated:	February 2024	Prepared by:	Human Resources Department

St Michael's College
<p>St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.</p> <p>Community We are an inclusive and respectful community where each individual is known, valued and cared for, enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.</p> <p>Challenge Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.</p> <p>Choice Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners and leaders in the world.</p>

Organisational Context:	
Department:	Student Services
Location:	Secondary Campus at Henley Beach
Tenure:	Permanent
Hours:	8.30 am to 4.30 pm - 37.5 hours (Monday to Friday) 42 / 48 working weeks per annum
Breaks:	15 minute paid morning tea break. 30 minute unpaid lunch break
Additional Information:	Flexibility of working hours and days will be required during peak work load periods

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Job Purpose:

The Counselling position entails the delivery of Personal Counselling at the Secondary Campus and spans work with students from Years 7 to Year 12.

The Student Counselling Services are central to the educational vision of St Michael's College and involve a team of professionals who provide personal, academic and career counselling services to the students of the College.

Counsellors duties include but are not limited to:

- Undertake complex professional activities including research, including the selection and application, based on professional judgement, of new and existing techniques and methodologies requiring the exercise of professional independence combined with high levels of competence.
- Identify policies and procedures requiring review or re-development and define all relevant issues.
- Represent the school to negotiate and utilise services to access outside counselling and promote the school and community counselling services to the wider school community and facilitate activities accordingly including referrals and reporting requirements.
- Assist teachers in their teaching of relevant topics associated with student wellbeing and resilience and assist in the provision of resources and information as required.
- Assist with the development and implementation of orientation programs particularly with the key transition years.
- Maintain clear accurate case notes and files on all counselling interventions, storing case notes securely to ensure confidentiality and in line with current 'best practice', being cognisant of the School's legal and moral duty of care.
- Prepare letters, reports and other professional quality correspondence as required by School Leadership, families, mental health practitioners and Government and community agencies.
- Support students and staff to create an environment of cooperation and mutual respect, promoting an understanding of diversity and the range of cultures and their related traditions.
- Undertake other duties, as required by the Principal (or delegate).



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Organisational Relationships:

Director of Pastoral

Lead Student Counsellor

Student Counsellor

Job Required Capabilities

Requirements:

EDUCATION/ QUALIFICATIONS/ TICKETS/LICENCES:

Essential:

- Qualifications in Counselling, Psychology Degree (graduate or post graduate), Social Work or similar
- Familiarity with issues as they relate to adolescents and young adults
- A particular knowledge of problems experienced by middle and senior school boys and girls and ways to offer support and guidance

Desirable:

- Knowledge of the education sector
- Counselling experience with young people and their families, especially girls
- Ability to communicate effectively, problem solve and manage conflict situations
- Working knowledge of 'Duty of Care' and child Protection and Mandatory Reporting as it relates to counselling
- A good understanding of available Government and Private Support agencies for students in acute needs



SCHEDULING SKILLS

Essential:

- A willingness to work within the ethos of a Christian environment
- A willingness to work collaboratively with the other members of Student Services
- A willingness to work collaboratively with other members of College staff
- Excellent organisational and time management skills.
- Ability to foresee potential problems and develop contingency plans.
- Multi-tasking and flexibility.
- Ability to shift priorities in order to respond to changing requirements.
- High levels of attention to detail.

PEOPLE SKILLS AND PERSONAL PRESENTATION – INDIVIDUAL:

Essential:

- Excellent written and verbal communication skills to work collaboratively within a team environment
- A 'can do' attitude and ability to operate with independence, under minimal direction, be self-directed and utilise discretion and judgement at all times unless directed by senior Leadership
- A service provider with excellent customer service skills
- High level of professional personal presentation
- Enthusiastic and highly motivated
- Collaborative team member
- Friendly and engaging
- Respectful of others

EXPERIENCE:

What is the scope of work experiences the incumbent ideally should have gained – include environment, timeframe and context?

Essential:

- 2 years of working in a counselling role

BEHAVIOUR:

- Confidential
- Ability to work in a team and consider and respond to the needs of multiple stakeholders within and external to the College
- Ability to problem solve and provide excellent support to staff and leaders.
- Conscientious, reliable and values driven, with a humanistic, solution focused approach
- Student-focused attitude and aiming to continuously improve the quality of counselling work practices and services
- Conscientious, reliable and values driven.
- Customer-focused attitude.
- Ability to organize and prioritise effectively
- Values driven.



CODE OF CONDUCT AND REPUTATION:

- Adherence at all times to Catholic Education Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
- Enhance St Michael's relationship with external stakeholders through positive interactions and communication.
- Maintain professional and courteous relationships with internal and external providers and clients.
- Demonstrate the values of St Michael's College through personal behaviour.

WORK, HEALTH AND SAFETY (WHS):

- Demonstrate safe behaviour at all times.
- Comply with the College's standards and procedures in WHS.
- Demonstrate effective performance in achieving agreed WHS goals in support of the department, College standards.
- Reporting of all WHS incidents.

DUTIES:

Students

- Counsel students in relation to educational issues – management of the curriculum, homework, timetabling, attendance and study skills.
- Counsel students regarding personal and social issues such as substance abuse, sexuality, anxiety, depression, eating disorders, self-esteem, family and relationship difficulties and anger management.
- Counsel students in crisis situations such as dealing with the death of a family member or friend, suicidal tendencies and abuse situations.
- Work with small groups internally and if required externally on key focus areas to better support student welfare in areas such as: Friendships, Relationships, Communication, Organization, Anxiety or any other areas of demand.

Colleagues

- Consult with teaching staff, parents and other professionals such as psychologists and social workers including administrators and community agencies regarding programmes and referrals.
- Work as part of team providing high quality counselling support to students.
- Work collaboratively with other members of the Student Services network.
- Report to the Director of Pastoral Administration (DPA) regarding case load and management.
- Assist when required to present to small groups, staff, parents or students on any issues required.
- Work with the Lead Counsellor and Director of Pastoral in being able to analyse any wellbeing data from any source such as WEC, Pulse, Orah or any other platform in being able to look at target areas whereby strengths, weaknesses and improvements can be made in the programs being delivered.

Other

- Participate in professional development to keep abreast of changes and trends in counselling techniques.
- Appropriate recording and filing of case notes as required.
- Referral to other professionals such as psychologists and social workers in consultation with the DPA.
- Other duties as required in accordance with skills and training



Significant Working Relationships:	
INTERNAL:	<ul style="list-style-type: none">▣ Principal▣ Deputy Principals▣ Pastoral Team▣ Curriculum Team▣ Students▣ Other School Staff
EXTERNAL:	<ul style="list-style-type: none">▣ College families and visitors▣ External Organisations

January 2025