

*"We are a Catholic community of welcome,  
connecting faith, family & education."*



## POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

**Name:**

**Position Title:** 7-12 Student Counsellor

**Appointment:** Permanent

**Hour per Week:** Negotiable

**Weeks per Year:** 45

**Commencement:** ASAP

**Campus:** Flinders Park and St Gabriel Centre

## POSITION OVERVIEW

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The 7-12 Student Counsellor at Nazareth Catholic provides confidential pastoral care, support and professional advice to students in Years 7-12 at Nazareth.

The 7-12 Student Counsellor works with students, their families and staff in providing effective mental health initiatives with a focus on enhancing the psychological well-being of all. The counsellor's role involves crisis intervention, through which significant value can be added to the life of students, parents and staff at Nazareth.

### KEY WORKING RELATIONSHIPS (INTERNAL)

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- Principal
- College Deputy Principal
- Deputy Principals - Heads of Campus
- Heads of Student Development
- Heads of Teaching and Learning
- Year Level Coordinators
- Leaders of Teaching and Learning
- Family & Pastoral Care Coordinator
- 7-12 Wellbeing Support Worker
- Mentor Group Teachers
- Campus Leadership Teams
- R-6 Student Counsellor
- Staff
- Students
- Families

### KEY WORKING RELATIONSHIPS (EXTERNAL)

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- Catholic Education SA (CESA) Personnel
- Agencies/departments as necessary

### KEY RESPONSIBILITIES, DUTIES AND EXPECTATIONS

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As the 7-12 Student Counsellor at Nazareth Catholic College, they will work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

They will:

- Provide confidential counselling for students by collecting background information, identifying issues, setting goals implementing interventions and evaluating interventions.
- Assist in the development and review of procedures and policies relating to student wellbeing and assist staff in their teaching of mental health related topics concerning pastoral care, behaviour management, student wellbeing and resilience.
- Receive referrals from staff, individual students and/or their families.
- Assist with crisis intervention.
- Maintain and appropriately store confidential, clear accurate documentation and files on all counselling interventions, utilising College system, practices, and protocols.
- Counsel students to resolve individual, peer group, social and emotional concerns.
- Engage and collaborate with families, students and other health practitioners to strengthen the home and school partnership to best support the student.
- Refer students and their families to external agencies when further professional interventions are required.
- Abide by and utilise legislative guidelines and College policies, procedures, and protocols, particularly regarding Child Protection.
- Keep the Deputy Principals- Heads of Campus, College Deputy Principal and Principal informed of all mandated reports and be able to provide counsellor information and/or confidential notes (which remain the property of the College in perpetuity) to inform relevant matters for parent, civil, police or governance follow up.

- Develop and implement workshops for students to proactively provide information and support in relevant areas, such as mental health and wellbeing.
- Plan and deliver appropriate social/emotional programs.
- Research, conduct and review programs related to wellbeing, mental health, resilience and other related topics.
- As required, conduct small groups and class sessions, including grief and loss, anger management and social skills.
- In collaboration with the Deputy Principal - Head of Campus - Findon, R-6 Student Counsellor, other Findon Leadership staff, and class teachers, conduct an appropriate handover of information for students transitioning to the Flinders Park Campus.
- Support College retreats, transition programs and other Pastoral Care events as required.
- Act as a resource for teaching staff and parents to provide information about physical, social and emotional matters affecting students, the school and their families.
- Provide professional support to staff in relation to their behavioural development and pastoral care roles.
- Liaise with Deputy Principals - Heads of Campus, Heads of Student Development and Year Level Coordinators to establish a connection with students 'at risk'.
- Prepare letters and reports as requested by Nazareth Leadership, families, mental health practitioners and government and community agencies.
- Refer students for psychological assessments relating to learning, behavioural and social/emotional development when required.
- Develop and maintain effective working relationships with external agencies.
- Maintain appropriate professional knowledge and competency by attending professional development and actively participating in relevant network/professional groups.
- Comply with appropriate Professional guidelines at all times.
- Maintain communication with appropriate Leadership staff regarding issues that may impact students.
- Carry out other duties as determined by the Deputy Principals - Heads of Campus, College Deputy Principal and the Principal.

## **ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS**

As the 7-12 Student Counsellor at Nazareth, they will have:

- Relevant tertiary qualifications eg. Bachelor's Degree or Certification (or higher) in Social Work, Youth Work, Counselling or Psychology.
- Experience in trauma-based practice and support.
- Experience working in educational or clinical settings.
- Knowledge of 'Duty of Care', Child Protection, Mandatory Reporting and a specialised understanding of the policies and procedures that guide the effective management of critical incidents in school communities.
- Ability to develop and deliver wellbeing interventions and evidence-based prevention programs.
- Demonstrated knowledge and skills in assessment and intervention.
- Collaborative approach with staff members, students and parents.
- Capacity and experience to deliver upon the duties required and observe discretion in relation to confidential information.
- Ability to build and maintain trust amongst students, interacting in a positive, sensitive and respectful manner at all times.
- Experience in developing respectful, professional, and inclusive relationships with members of the Nazareth community.
- Ability to communicate clearly and effectively with students, staff, parents/caregivers and members of outside agencies
- Commitment to undertake continuous learning and professional development that translates into applied action in support of Nazareth initiatives.
- Ability to work effectively in a busy, dynamic and changing working environment

*Additional information and requirements*

- Some additional hours of work may be required.
- You will be required to hold the following certificates:
  - Working with children check
  - First Aid
  - Responding to Risks of Harm, Abuse and Neglect – Education and Care

## **WORK HEALTH AND SAFETY**

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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*