



St Thomas More School

A Catholic school in the Mercy Tradition R-6

Position Information Document

Position Title	SCHOOL COUNSELLOR
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ESO Grade	6
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ESO Stream	Other Professionals
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Employment Type	Permanent
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Hours/Weeks	As per contract
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Key Working Relationships

- Principal and Head of School
- Leadership Team
- Teaching and non-teaching staff
- Parents/Caregivers, students, and other members of the school community
- External parties/stakeholders

Broad Purpose

The School Counsellor supports school leadership through the application of specialist professional knowledge and strategies to identify and address student issues in order to promote student safety, wellbeing, and to facilitate successful learning.

The School Counsellor, as a qualified professional, works with school leaders, staff, families and external agencies to support the wellbeing of students and provide confidential counselling to students including where emotional, social or scholastic matters. The School Counsellor forms a vital part of the support services available to students.



Duty Statement

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.
 - Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the school, formulate policies and provide specialist advice on policy formulation to school leadership.
 - 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.
 - Facilitate and provide effective, high quality counselling support to individuals and small groups of students with special needs including grief and loss, anger management and other needs.
 - 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.
 - Undertake counselling with students to resolve individual, peer group, social and emotional concerns and monitor trends, patterns, areas of concern that may become apparent within the school/families/community. Where appropriate, notify parents of issues of concern regarding their child.
 - Assist with the development and implementation of orientation programs particularly with the key transition years.
 - Assist in the development of Pastoral Care programs and similar initiatives within the school as appropriate.
 - 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.
 - Maintain appropriate, continuous professional knowledge by attending professional development and actively participating in relevant network/professional groups.
 - Actively engage in regular performance reviews.
 - Undertake other duties, as required by the Principal (or delegate).
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Person Specifications

- A University qualification in Counselling (or equivalent) and demonstrated knowledge and experience in a comparable role.
 - Specialised professional knowledge with depth in providing effective counselling support to clients (students), including working with children with special needs.
 - Demonstrated experience supervising staff and managing outcomes of work of self and others.
 - Willingness to uphold and contribute to the culture and ethos of our Catholic school.
 - Demonstrated experience in undertaking extensive research and investigation to inform the development of significant policies and strategies for the successful operation of the school.
 - Ability to generate and evaluate complex ideas through the analysis of information and concepts and implement positive and supportive procedures and practices and be a good role model for students.
 - Excellent interpersonal and communication skills (verbal and written) and proven ability to quickly develop a strong positive rapport with students, staff, and parents/caregivers and foster effective relationships with all school community members.
 - Able to work without guidance and effectively self-manage to exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise across a range of areas associated with the role.
 - Demonstrate self-directed development and achievement of specialised areas of knowledge and skills to enhance the school's educational outcomes.
 - Self-motivated, resilient, and able to work productively and flexibly in a complex environment as an effective and positive team member and supervise and support other staff.
 - Excellent organisational and time management skills, along with an ability to effectively prioritise tasks, be proactive and meet required timelines.
 - Demonstrated very high level of confidentiality, trust, integrity and work ethic.
 - Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite.
 - Ability to lead and deal effectively with unexpected situations and/or emergencies.
 - An active demonstrated commitment to ongoing professional learning and development.
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Specific Requirements

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

Work Health & Safety

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 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.
