

Student Counsellor

Position Description



Employment Type:	Permanent Part-time
Normal Hours:	3 days per week, 40 weeks of the year
Classification:	Level 6 – Educational Services (Schools) General Staff Award 2010
Area of Responsibility:	Student Wellbeing
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Leader of Student Wellbeing

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The wellbeing of the students is the primary responsibility of the Student Counsellor. The incumbent will provide care and support for the students through counselling, referral to outside organisations and working in partnership with the parents, caregivers, wellbeing assistant, Heads of House, and Heads of Senior, Middle and Junior Schools.

The Student Counsellor will apply the highest standards of professional conduct and, within the constraints of confidentiality, maintain ongoing communication with staff and families to ensure high quality provision of care.

Working Relationships

The Student Counsellor will work closely with the Heads of Senior and Middle School and the Deputy Head of Junior School. The Student Counsellor may be involved in providing counselling to students at the Junior School.

Position Responsibilities

Student Counselling

- Provide effective and appropriate 1:1 counselling to students referred by a staff member or seeking support themselves. This may also include referral to outside organisations, agencies and programs.
- Group counselling as appropriate.

Learning to Soar

- Develop collaborative relationships with staff, parents/caregivers and the wider community to ensure best practice in student pastoral support.

Relationships, Communication and Infrastructure

- Maintain an effective referral system for the counselling of students.
 - Develop effective working relationships with Heads of Senior & Middle Schools, Wellbeing assistant, Chaplains and Heads of House.
 - Maintain the system for accurate recording and communication of appropriate feedback. Periodically, review the existing record and communication system and implement changes as recommended and approved.
 - Update as required a comprehensive digital record keeping system that complies with the policies and strategic goals of the School and any legislative requirements, ensuring official legal retrieval of records as required.
 - Review relevant policies.
 - Make resources available to students and families to assist with student wellbeing.
 - Assume duties in the role as a member of the Critical Incident Management Team.
 - Undertake specific tasks as requested by the Head of Senior School on behalf of the Principal in relation to student referrals and associated advice or recommendations.
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Candidate Profile

Qualifications

Essential

- Formal counselling qualifications.
- Responding to Risk of Harm, Abuse and Neglect (RRHAN) training, current Working With Children Check.

Desirable

- First Aid Training
- Mental Health First Aid Training

Experience

- Demonstrated experience in mediating, negotiating and communicating with students, staff and families is required.
- Demonstrated application of all current, relevant legislation and legal requirements as related to the Student Counsellor role is essential.

Skills and Abilities

- Demonstrated ability to contribute to a positive organisational culture.
 - Outstanding customer service skills and a demonstrated commitment to undertaking what is required to ensure all stakeholders are satisfied.
 - Excellent organisation and interpersonal skills, including the ability to manage information and correspondence with confidentiality, discretion and diplomacy.
 - A team player and willingness to embrace change.
 - Affinity with and preparedness to support the Christian ethos of the School.
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Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- Some out of hours work may be required.
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R Anderson

PRINCIPAL

St John's Grammar School

November 2021

