

# Student Counsellor

## Position Description

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<b>Employment Type:</b>	Temporary Part-time
<b>Classification:</b>	Educational Services (Schools) General Staff Award 2020 (Above Award Salary)
<b>Area of Responsibility:</b>	Wellbeing
<b>Position Location:</b>	Secondary School Campus, Gloucester Ave, Belair
<b>Responsible to:</b>	Leader of 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 Leader of Wellbeing, Heads of Senior and Middle School, Heads of House, Teaching Staff.

### Position Responsibilities

- 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.
- Develop collaborative relationships with staff, parents/caregivers and the wider community to ensure best practice in student pastoral support.
- Maintain and develop effective referral system for the counselling of students both internally and externally.

- Develop effective working relationships with Heads of Senior & Middle Schools, Wellbeing Assistants, the Chaplain, Heads of House and other teaching staff.
- 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.
- Participate in weekly peer supervision meetings with Leader of Wellbeing and other Student Counsellor.
- Undertake specific tasks as requested by Heads of School on behalf of the Principal in relation to student referrals and associated advice or recommendations.
- Contribute to the wellbeing education of our community, which may include running parent and or staff information sessions, writing newsletters for the Wellbeing Matters Newsletter and contributing to the Wings Pastoral Program

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## **Candidate Profile**

### **Qualifications**

#### Essential

- Formal counselling qualifications (Highly desirable Occupational Therapy, Social Work or Psychology)
- Responding to Abuse and Neglect (RRHAN) training, current WWCC clearance.

#### 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.

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### **Special Conditions**

- Some out of hours work may be required.

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**PRINCIPAL**

St John's Grammar School

January 2026

