

## Lead Student Counsellor Position Information Description (PID)

General Information:			
<b>Job Title:</b>	Lead Student Counsellor	<b>Incumbent's Name:</b>	
<b>Manager's Title:</b>	Director of Pastoral	<b>Manager's Name:</b>	Sam Kitschke
<b>Approved by (title):</b>	Deputy Principal Pastoral	<b>Approved by (name):</b>	Matthew Williams
<b>Classification:</b>	ESO Grade 6± Other Professionals Stream	<b>Allowance:</b>	N/A
<b>Updated:</b>	September 2022	<b>Prepared by:</b>	People and Culture 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><b>Community</b> 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><b>Challenge</b> Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.</p> <p><b>Choice</b> 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:	
<b>Department:</b>	Pastoral
<b>Location:</b>	Secondary Campus, with some work at the Primary Campus
<b>Tenure:</b>	Permanent – part time, 40 weeks per year minimum
<b>Hours:</b>	8.30 am – 4.30 pm Monday to Friday during school terms. The Lead Student Counsellor is generally not required to attend work in non-term weeks (which are defined as the weeks in a year that students are not required to attend school, as set out in the College calendar). However, the Lead Student Counsellor may be required to attend professional development days or work as required in negotiation with the Deputy Principal Pastoral.
<b>Breaks:</b>	15-minute paid morning tea break. 30- minute unpaid lunch break

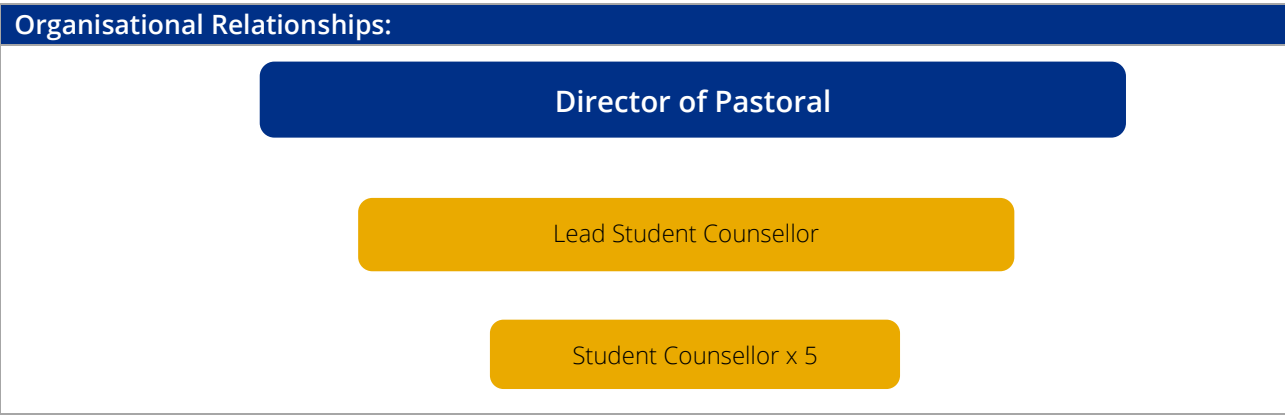


Organisational Context:	
<b>Additional Information:</b>	Flexibility of working hours and days will be required during peak work load periods

**Job Purpose:**

The Lead Student Counsellor is the manager of five Counsellors, two at the Primary Campus and three at the Secondary Campus. The role also delivers personal counselling at the Secondary Campus and spans work with students from Years 7 to Year 12. The role leads teams at both sites, reports on regular and key data trends and makes recommendations for initiatives and strategies in the College's Pastoral Care Programs.

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. They work in partnership with students, staff, parents, and outside providers.





## Job Required Capabilities

### Requirements:

#### EDUCATION/ QUALIFICATIONS/ TICKETS/LICENCES:

##### Essential:

- Qualifications in Psychology or Social Work with a postgraduate qualification in counselling, or be a Registered Psychologist
- Appropriate registration such as a member of APS, Australian Psychological Society or Psychotherapy and Counselling Federation of Australia (PACFA)

##### Desirable:

- Knowledge of the education sector, Child Protection and Mental Health sector and the relevant legislation pertaining to these areas
- Counselling experience with children and young people, their families and outside agencies
- Expert knowledge of 'Duty of Care' and Child Protection legislation and Mandatory Reporting requirements relating to Counselling and Teaching and direct College Staff to adhere to the legislation when concerns regarding suspicions of abuse and neglect arise
- An in-depth understanding of available Government and Private Support Agencies for students in acute need and facilitating referrals for students and their families to these services through establishing partnerships between the College and agencies when required
- Specialised knowledge, skills and theories to support with broad direction, children, adolescents and young adults with complex mental health challenges and the ability to synthesise complex information to inform and guide individual and group therapeutic interventions for students and their families
- Specialised knowledge of mental health challenges experienced by Secondary school boys and girls and the ability to provide psycho-education to assist families and carers to gain an understanding and skills in managing their son/daughter's mental health challenges
- Able to lead a team of staff, hold regular meetings and provide the necessary data to the line manager on a regular basis. Will also be a coach/mentor for team members

#### SCHEDULING SKILLS

##### Essential:

- Excellent organisational and time management skills
- Autonomous ability to manage a demanding caseload and competing demands effectively
- Ability to foresee potential problems and develop contingency care plans in conjunction with Students, their families and Year Level Directors and also provide referrals to external health providers when required
- Skills in multi-tasking and flexibility with broad direction to respond to cases of urgent wellbeing concerns when required
- Ability to shift priorities in order to respond to changing requirements
- High level of attention to detail
- Case management and report writing skills



## **PEOPLE SKILLS AND PERSONAL PRESENTATION – INDIVIDUAL:**

### **Essential:**

- Excellent verbal and written communication and administrative skills
- A “can do” attitude and ability to operate with professional independence
- Excellent customer service skills to support the Students’ wellbeing goals
- High level of professional personal presentation
- The ability to exercise autonomous professional judgement in cases of complexity
- Enthusiastic, highly motivated and self-directed work ethic
- Collaborative team member
- Friendly and engaging
- Respectful of others

### **EXPERIENCE:**

#### **Essential:**

- 10 years or more of working as either a Social Worker/Counsellor, with a postgraduate qualification in counselling, or be a Registered Psychologist
- Experienced in managing staff in a small team

### **BEHAVIOUR:**

- Confidential
- Ability to work in a team and consider and respond to the needs of multiple stakeholders within and external to the College
- 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
- Ability to work with an increased caseload with students who experience complex mental health concerns whilst managing competing demands effectively to ensure high quality counselling services are maintained at the College
- Provide operational leadership to College Administration Staff in directing them as to the processes of responding to counselling enquires from Students, Parents and Staff and ensuring the operational processes of counselling appointment bookings are accurate
- Be able to develop and oversee appropriate programs and courses for small groups and year levels
- Be able to work with parents if or so when required via informal evenings

### **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 and 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:**

### **Management of Staff**

- Manage a team of 5 Student Counsellors two based at the Primary Campus and 3 at the Secondary campus.
- Arrange team meetings, performance reviews and personal development

### **Reporting**

- Report on key data trends

### **Students**

- Provide individual and small group counselling, therapy and programs for students with complex mental health challenges regarding
  - educational issues - management of the curriculum, homework, timetabling attendance and study skills.
  - personal and social issues such as substance abuse, sexuality, gender identity, anxiety, depression, eating disorders, self-esteem, family, relationship and peer group difficulties, anger management, grief and loss and other needs
  - crisis situations such as dealing with the death of a family member or friend, suicidal tendencies and abuse situations

This involves:

Experience and competence with individual psychological therapy, including a range of evidence-based therapies (e.g. CBT, IPT)

- Familiarity and experience with evidence-based group programs for mental health issues and resilience building
- Delivery of system level programs for students e.g. transition programs, peer support, team building exercises for small groups of students, etc
- Facilitating group preventative and proactive programs for students e.g. social skills and anger management
- Have involvement with orientation programs to high school year levels and develop interventions to assist students at varied points of transition
- Advocating for students with special needs other issues

### **Colleagues**

- Consult with teaching staff, parents and other professionals such as psychologists and social workers including administrators and community agencies regarding programs and referrals
- Work collaboratively with other members of the Student Services team to provide high quality counselling support to students
- Act as a resource for teaching staff and parents to provide and facilitate professional learning and information about physical, social and emotional matters affecting students, the school and their families
- Assist teachers in their teaching of health-related topics such as student wellbeing and resilience.
- Report directly to the Principal as a consultant in Student mental health cases with high levels of complexity and critical incidents
- Report to the Director of Pastoral and Year Level Directors regarding case load and management
- Foster partnerships with government and non-government counselling and service agencies and promote the school and community counselling services to the wider school's community

### **Other**

- Commitment to participating in regular, ongoing professional development with an external supervisor to keep abreast of changes and trends in counselling techniques; to translate these into counselling practice.



- Referral of students and parents to other professionals such as psychologists, social workers and agencies in consultation with the Director of Pastoral
- Maintain the integrity and security of official and confidential information for which they are responsible and only disclose information in accordance with the relevant legislation, policy, or lawful and reasonable direction
- Collect, collate and maintain student information and records to meet legislative and system requirements to inform research and policy development, including:
  - Appropriate recording and filing of individual records, files and case notes
  - Collection, collation and maintenance of relevant data, e.g. caseload demographics, outcome measures
  - Maintaining an awareness of College community issues and events which may impact the College, and work with staff to manage them
  - Informing the Principal and Leadership regarding current referral issues and suggest strategies to manage them
- Respond to and assist the College in responding to critical incidents and emergencies, which can require:
  - Knowledge of current evidence on management of traumatic incidents
  - Assisting with College wide critical incident and emergency management and response
  - Participation in the development and review of College policies and plans for critical incident response
  - Supporting the College community with managing their own responses
  - Providing individual and group support to students and families
- Participate as a member of the College by contributing to College level policy input, participating in relevant curriculum development, attending administrative meetings, and participating in the life of the college community within the limit of ethical boundaries
- Other duties as required in accordance with skills and training

Significant Working Relationships:	
<b>INTERNAL:</b>	<ul style="list-style-type: none"> <li>▪ Principal/Deputy Principals</li> <li>▪ Director of Pastoral</li> <li>▪ Counselling team</li> <li>▪ Students</li> <li>▪ Teaching staff</li> <li>▪ Other school staff</li> </ul>
<b>EXTERNAL:</b>	<ul style="list-style-type: none"> <li>▪ College families and visitors</li> <li>▪ External organisations and agencies</li> </ul>

Additional Information:
<ul style="list-style-type: none"> <li>▪ After hours work may be required from time to time.</li> </ul>

Authority Levels:	
<b>Numbers of reporting employees:</b>	5
<b>Operating Expenditure (\$'000)</b>	N/A
<b>Capital Expenditure (\$'000):</b>	N/A
<b>Asset Responsibility: (\$'000)</b>	N/A





<b>Authority Levels:</b>	
<b>Cost Centre:</b> (i.e. which cost centre(s) is this job responsible for managing?)	TBA
<b>Non-Financial Key Decision Making in this role:</b> (i.e. what decisions can this role make without deferring to authority from the manager?)	N/A