



Student Counsellor Position Information Description (PID)

General Information:			
Job Title:	Student Counsellor	Incumbent's Name:	
Manager's Title:	Director of Pastoral	Manager's Name:	Sam Kitschke
Approved by (title):	Deputy Principal Pastoral	Approved by (name):	Matthew Williams
Classification:	ESO Grade 6	Allowance:	N/A
Updated:	September 2022	Prepared by:	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>Community 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>Challenge Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.</p> <p>Choice 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:	
Department:	Student Services
Location:	Henley Beach Campus
Tenure:	Permanent
Hours:	<p>8.45 am to 4.30 pm 40 weeks per year</p> <p>The 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 Senior Student Counsellor may be required to attend professional development days or work as required in negotiation with the Deputy Principal Pastoral.</p>

■ community ■ challenge ■ choice



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Organisational Context:	
Breaks:	15 minute paid morning tea break. 30 minute unpaid lunch break
Additional Information:	Flexibility of working hours and days will be required during peak work load periods



Job Purpose:

The Counselling position entails the delivery of Personal Counselling at the Secondary Campus and spans work with students from Years 7 to Year 12.

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.

Organisational Relationships:

Director of Pastoral

Lead Student Counsellor

Student Counsellor

Job Required Capabilities

Requirements:

EDUCATION/ QUALIFICATIONS/ TICKETS/LICENCES:

Essential:

- Qualifications in Counselling to Graduate or Post Graduate level
- Familiarity with issues as they relate to adolescents and young adults
- A particular knowledge of problems experienced by middle and senior school boys and girls and ways to offer support and guidance

Desirable:

- Knowledge of the education sector
- Counselling experience with young people and their families, especially girls
- Ability to communicate effectively, problem solve and manage conflict situations
- Working knowledge of 'Duty of Care' and child Protection and Mandatory Reporting as it relates to counselling
- A good understanding of available Government and Private Support agencies for students in acute needs

SCHEDULING SKILLS

Essential:

- A willingness to work within the ethos of a Christian environment
- A willingness to work collaboratively with the other members of Student Services
- A willingness to work collaboratively with other members of College staff
- Excellent organisational and time management skills.
- Ability to foresee potential problems and develop contingency plans.
- Multi-tasking and flexibility.
- Ability to shift priorities in order to respond to changing requirements.
- High levels of attention to detail.



PEOPLE SKILLS AND PERSONAL PRESENTATION – INDIVIDUAL:

Essential:

- Excellent verbal and written communication skills
- A 'can do' attitude
- A service provider with excellent customer service skills
- High level of professional personal presentation
- Enthusiastic and highly motivated
- Collaborative team member
- Friendly and engaging
- Respectful of others

EXPERIENCE:

What is the scope of work experiences the incumbent ideally should have gained – include environment, timeframe and context?

Essential:

- 2 years of working in a counselling role

BEHAVIOUR:

- Ability to work in a team.
- Conscientious, reliable and values driven.
- Customer-focused attitude.
- Ability to organize and prioritise effectively
- Values driven.

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.
- 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:

Students

- Counsel students in relation to educational issues – management of the curriculum, homework, timetabling, attendance and study skills.
- Counsel students regarding personal and social issues such as substance abuse, sexuality, anxiety, depression, eating disorders, self-esteem, family and relationship difficulties and anger management.
- Counsel students in crisis situations such as dealing with the death of a family member or friend, suicidal tendencies and abuse situations.

Colleagues

- Consult with teaching staff, parents and other professionals such as psychologists and social workers including administrators and community agencies regarding programmes and referrals.
- Work as part of team providing high quality counselling support to students.
- Work collaboratively with other members of the Student Services network.
- Report to the Director of Pastoral Administration (DPA) regarding case load and management.

Other

- Participate in professional development to keep abreast of changes and trends in counselling techniques.
- Appropriate recording and filing of case notes as required.
- Referral to other professionals such as psychologists and social workers in consultation with the DPA.
- Other duties as required in accordance with skills and training

Significant Working Relationships:

INTERNAL:	<ul style="list-style-type: none"> ▪ Principal ▪ Deputy Principals ▪ Pastoral Team ▪ Curriculum Team ▪ Students ▪ Other School Staff
EXTERNAL:	<ul style="list-style-type: none"> ▪ College families and visitors ▪ External Organisations

Additional Information (optional):

- After hours may be required from time to time

Authority Levels:

(For financial scope please refer to the Delegation of Authorities Manual. If not applicable – mark N/A)

Numbers of reporting employees:	0
Operating Expenditure (\$'000)	N/A
Capital Expenditure (\$'000):	N/A
Asset Responsibility: (\$'000)	N/A
Cost Centre: (i.e. which cost centre(s) is this job responsible for managing?)	TBA



Authority Levels:
(For financial scope please refer to the Delegation of Authorities Manual. If not applicable – mark N/A)

Non-Financial Key Decision Making in this role: (i.e. what decisions can this role make without deferring to authority from the manager?)	N/A
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SIGNED: _____
(Principal or Delegate)

Date: _____

SIGNED: _____
(Employee)

Date: _____