

## Position description

# SCHOOL COUNSELLOR



<b>REPORTING TO:</b>	Wellbeing Team Leader
<b>APPOINTMENT:</b>	Part Time, Ongoing
<b>CLASSIFICATION:</b>	PVCC Enterprise Agreement 2020

## ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 870 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

## EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

## THE ROLE

The School Counsellor works within the College community to provide support to students for their social and emotional wellbeing, using a Christian framework and perspective. The School Counsellor assists students who are facing familial, social, spiritual and academic challenges and encourages dialogue between the student, teachers, chaplain and parents as appropriate. The School Counsellor develops confidential relationships with students to facilitate them in achieving their goals and improving their learning experience. The School Counsellor may be involved in running school programs aimed at nurturing mental well-being and drug and alcohol education and prevention.

## POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Wellbeing team, and as a member of a Christian learning community, the

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School Counsellor plays a pivotal role in ensuring student safety and wellbeing in a manner that is consistent with the values of the College and Biblical principles.

## RESPONSIBILITIES

The School Counsellor works closely with wellbeing staff across the College, including the Wellbeing Team Leader, Child Safe Officer and Chaplain, to help students who need assistance in managing their behaviour and maintaining their emotional and social health which affects academic results or child safety. The Student Counsellor will work with the Wellbeing team to proactively promote a safe and healthy school environment by providing interventions against bullying and negative dynamics or activities.

The School Counsellor will:

- Model Christian leadership and promote the College and Christian education
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders
- Work closely with the Wellbeing Team Leader with all aspects of the role

## SPECIFIC DUTIES:

Typical duties of the School Counsellor include (but are not limited to):

- Proactively develop positive relationships with students
- Provide direct counselling, advice and support to individual students and their parents as necessary
- Meet with students as referred or self-referred
- Work within a cohesive and integrated team, providing high quality, responsive and culturally appropriate counselling services
- Provide and deliver support programs designed to deal with bullying, peer issues and adolescent themes that arise within the College
- Provide advice to leaders of other programs within the College, parents and relevant teachers on the provision of programs for students at risk
- Respond to the social and emotional needs of young people in an educational setting
- Ensure the Child Safe Officer is informed of any matters pertaining to mandatory reporting or student welfare matters of a serious nature, in a timely manner
- Provide information to, and participate in, meeting with parents and teachers to monitor progress and programs for individual students
- Establish and maintain links with relevant community support agencies and school clusters, with a view to optimising services available for students at risk, that focus on primary prevention, early intervention and continuity of care
- Maintain proper records within established professional practice guidelines
- Assist with student wellbeing development
- Update and consult with teachers, parents and Wellbeing Team Leader on relevant issues
- Be available to discuss relevant trends or issues with teachers and teaching staff
- Provide relevant professional development sessions as needed and by mutual arrangement with the Wellbeing Team and College Senior Leadership Team
- Identify any trends detected in sessions
- Keep accurate and confidential case notes of each client in a digital format
- Provide feedback via SEQTA of client attended sessions and relevant information where required
- Work closely with, and contribute to, the Wellbeing Team

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- Maintain confidentiality in line with College policies
- Develop and participate in student wellbeing programs as needed and appropriate
- Strengthen student engagement and connectedness to school and their peers
- Improve the health, wellbeing and resilience of all students

### Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Wellbeing Team Leader may, at their discretion, vary the responsibilities of the School Counsellor as operational situations arise, consistent with this position within the College.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The School Counsellor reports directly to the Wellbeing Team Leader. The School Counsellor has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College grounds and on approved activities outside the College. The School Counsellor, in consultation with the Wellbeing Team Leader, may be responsible for making recommendations to the Principal on matters relevant to the operation of the group in which they are working.

## ESSENTIAL SKILLS AND COMPETENCIES (KEY SELECTION CRITERIA)

### Essential Requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Relevant counsellor / psychologist / social work tertiary qualifications and experience
- Proven understanding of children and child development
- Current Working With Children check (mandatory)
- Hold and maintain an approved:
  - Emergency asthma management qualification
  - Management of anaphylaxis qualification
  - First Aid Level II qualification, highly desirable but not essential

### Specialist skills

- Previous experience at a similar organisation highly desirable but not essential
- Familiarity with the child protection systems and reporting structure within Victoria
- Commitment to working with children with diverse emotional, learning and cultural needs
- Demonstrated knowledge of computer skills, including advanced Windows, Microsoft Office, internet and email
- Excellent communication skills and the ability to relate to students, staff and parents
- Ability to work independently and as part of a close-knit team
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs
- Experience communicating through multiple platforms, including Teams and Zoom
- Ability to build strong professional relationships

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## Interpersonal skills

- Demonstrated ability to communicate effectively and appropriately with young people in individual and group settings
- Outstanding interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College
- Demonstrable capacity to reflect upon and improve personal professional practice, with a commitment to ongoing professional learning
- A high standard of personal presentation and integrity
- Flexibility and commitment to teamwork and collaboration
- Ability to manage time and prioritise tasks to achieve set outcomes
- Ability to provide information to a culturally diverse public
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Punctuality

## COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

**Risk management** – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson

**Occupational health and safety** – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required

**Equal opportunity** – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behavior and discrimination

**Code of conduct and dress code** – comply with all standards

**Confidentiality** – always maintain a high level of confidentiality

*The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.*

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.*

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### POSITION ACCEPTANCE

I accept the position description as stated above and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

#### Employee:

Name

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Signature

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Date

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#### Manager:

Name

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Signature

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Date

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