



# Caroline Chisholm Catholic College

## Position Description – Counsellor

**POSITION CLASSIFICATION:** Educational Support

**REPORTS TO:** Deputy Principal (Wellbeing)

The Counsellor is responsible to the Deputy Principal (Wellbeing) for the duties outlined below in accordance with college policies and procedures.

Caroline Chisholm Catholic College is committed to meeting the pastoral needs of all its students. At times students need specific assistance to handle their problems and crises in a constructive way. The counsellor promotes the Catholic mission of the College and contributes to its educational goals by facilitating preventative and responsive support to the student population by working with students, parents, staff, and external support agencies.

The Counsellor works closely with the Deputy Principal (Wellbeing) and Directors of Campus to ensure students' needs are being met. The college counsellor is required to maintain confidentiality that is in line with the College guidelines.

---

### Duties

---

The primary responsibility of the counsellor is to facilitate student's educational progression throughout their time at the College by strategically offering outreach support. This is done in a number of ways including:

- As a member of the Student Wellbeing Team, identify and provide appropriate assistance to students experiencing difficulties at school and /or home which may put them at risk of disengagement and school failure.
- Developing and implementing programs dealing with social skills, assertiveness, self-esteem, health and wellbeing in reflection and support of the College Strategic Development Plan.
- Working with members of the Student Wellbeing Team, assessing, and determining relevant and appropriate support structures for students.
- Collaborating with members of the Student Wellbeing Team to assess risk and provide confidential support to young people and parents when needed.
- Referring to appropriate specialist support services in consultation with the Deputy Principal Wellbeing.
- Providing expert participation in a Crisis Management Planning when such situations arise.
- Developing and disseminating information material to students, parents, and staff.
- Under the direction of the Deputy Principal Wellbeing, contributing to the development of Support Services policies, programs and procedure that reflect the College strategic development plan.
- Maintain well-documented case records which remain with the College.
- Provide strategies to individual members of staff who may require assistance regarding a particular student or group of students as needed to assist student learning.
- Inform the Deputy Principal Wellbeing of situations that may have repercussions for the College within the wider community e.g., Mandatory Reporting Issues
- Under the direction of and in collaboration with the Deputy Principal Community Engagement, develop community-based support programs for our students and their families to enhance the teaching and learning program of the school.

- Develop knowledge of, and relationships with, community groups that can support College programs.
- Provide the Deputy Principal Wellbeing a term report summarising statistics, including number of clients, frequency of contacts, and other issues deemed appropriate.
- Attend all relevant meetings such as Campus briefings and staff meetings.
- Keep the Deputy Principal Wellbeing informed about any cases involving the College's specific Duty of Care to its students, staff, and families.

#### **Accountability & Professional Practice:**

The College Counsellor is expected to maintain professional practise and standards including:

- Interviewing and history taking
- Counselling
- Consultation
- Planning and Implementing intervention
- Personal supervision

#### **To ensure Professional Practise is maintained:**

- The Counsellor will meet regularly with the Deputy Principal Wellbeing and Campus Directors to discuss the ongoing management of community issues.
- It is expected that Professional Supervision is carried out on an agreed basis with College support.

#### **Organisational Relationships:**

The Counsellor would receive an appropriate time allowance and salary dependent upon qualifications, duties, and expertise.

#### **Team Culture**

- Positively contributes to building effective team culture.
- Positive assistance to team members and other teams to successfully achieve tasks within time frames.
- Organisational decisions implemented and reinforced in a positive way

---

These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

#### **Other duties as directed by the Principal**

---

#### **Selection Criteria**

---

- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Demonstrated competence in the use of ICT
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check

---

**Terms & Conditions**

---

Terms and Conditions of employment are as per the Victoria Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

---

**Caroline Chisholm Catholic College is a Child Safe School.**

---