



## **POSITION DETAILS:**

<b>Position Title:</b>	School Counsellor
<b>Group:</b>	Wellbeing Staff
<b>Supervisor:</b>	Executive Director of Faith & Community
<b>Direct Reports:</b>	None
<b>Date of Last Review:</b>	February 2019

## **PRIMARY ROLE/PURPOSE:**

The School Counsellor has an important role in the achievement of the School's purpose and mission to provide a holistic education. The effective purpose of this role will contribute directly to nurturing the wellbeing of all members of the St Paul's School community.

Directly responsible to the Executive Director of Faith & Community, the School Counsellor is primarily responsible for the guidance of students' career, social and emotional concerns. To achieve this responsibility the School Counsellor is expected to maintain effective relationships with students, parents and staff.

The School Counsellor is expected to work autonomously, but within a team environment to achieve the stated goals. The position is a member of the St Paul's School Wellbeing Committee.

## **RELATIONSHIPS AND AUTHORITY:**

This position is responsible to the Executive Director of Faith & Community.

## **KEY RELATIONSHIPS:**

- The other School Counsellor
- House Leaders
- Tutors
- Teaching Staff
- Director of Junior School

## **KEY ACCOUNTABILITIES:**

### **General**

- Provide counselling for students (and parents and staff as necessary);
- In consultation with the other School Counsellor, manage the QTAC application process for senior students;
- Provide advice to students and their parents about subject selection and career planning;
- Provide advice to students and their parents about adolescent development, mental health and wellbeing;
- Provide advice to students and their parents about Vocational Educational Training courses and certification, in consultation with the Head of Studies Senior School;
- Liaise with Learning Support staff to aid in the provision of programs needed for students requiring Learning Support, ESL and other specific academic needs;
- Work collaboratively with the other School Counsellor.

### **Communication**

- Be the referral point for Curriculum Leaders, House Leaders, Director of Junior School, and Executive Director of Faith & Community on matters of student welfare, vocational choice and academic progress;
- Relate in a positive and supportive way to each student in the school and their parents;
- Be proactive in communication to parents regarding any concerns they may have about their children;
- Be available by appointment to discuss a student's progress with his/her parents;
- With the Headmaster, report any relevant student concerns to outside agencies, including mandatory child protection reporting;
- St Paul's School Counsellors are the School's official "Student Protection Officers" (in addition to the Director of Junior School). Students are advised to see the Student Protection Officers when they have a complaint about any harm done to them by another person or about self-inflicted harm, or if they experience any behaviour that makes them feel uncomfortable.

### **Other**

- Other reasonable duties as directed by the Headmaster.

## KEY SELECTION CRITERIA:

### Qualifications

- Post-graduate qualifications in Counselling/Psychology.

### Essential

- Experience in Personal counselling;
- Experience in current preventative approaches to adolescent mental health;
- A willingness to be a member of a team;
- A proven ability to work collaboratively with other members of the staff;
- Strong interpersonal skills;
- Strong organisational skills;
- Strong willingness to support the Anglican Ethos of the School;
- Possession of, or the ability to acquire, a current blue card (Working with Children Check by Blue Card Services);
- Agree to undergo a Criminal History/Police Check conducted by the School;
- **Must be an Australian resident and eligible to work in Australia.**

### Criminal History Checks

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the Working with Children Check application;
- Should the Police Check or the Working with Children Check application reveal a negative outcome, the offer of this position will be immediately withdrawn.

### Desirable

- Teaching qualifications and experience in the classroom;
- Experience in Careers Guidance counselling;
- Knowledge of the QCAA and QTAC and their operations.

## AUTHORISATION:

I hereby agree that this Position Description accurately reflects work requirements.

### Headmaster

Paul Browning

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### School Counsellor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT – ST PAUL’S SCHOOL

### ETHOS STATEMENT

**The School’s Purpose is** “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

**The School’s Vision is** “Leading in educational thinking and practice.”

#### **The School’s Values are:**

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

#### **We value Faith believing where:**

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

#### **We value Learning where:**

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our Realms of Thinking Framework which are embedded from PP-12 across all Learning Areas.

#### **We value Community where:**

- Students, staff and families support the aims, purpose and mission of the School and serve one another using their God-given gifts.
- Students, staff and families grow together in faith and learning, promoting love, justice and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

## SCHOOL EXPECTATIONS

All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

## LEADERSHIP EXPECTATIONS

"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.
- The concept of St Paul's School as a single whole School, made up of four Sub-Schools each with some degree of autonomy whilst sharing many common elements.