



ST. BRIGID'S
COLLEGE

POSITION DESCRIPTION **Counsellor**

POSITION TITLE: Counsellor
LEVEL: In accordance with The Mercy Education Ltd Non-Teaching Enterprise Bargaining Agreement 2014 and CECWA Policy Statement: Appointment of Staff in Catholic Schools
HOURS: Full time with flexibility to accommodate after hours work as required

ORGANISATIONAL RELATIONSHIPS

Position reports to: Principal via Heads of School and Head of Boarding
Supervision of: Students
Internal Liaison: All departmental staff and students
External Liaison: Community groups, College suppliers, general public, parents or guardians

POSITION OBJECTIVES

The counsellor reports to the Heads of School and Head of Boarding and performs an integral role guiding the support of students, families and staff in complex matters, as well as implementing and evaluating solutions focused counselling and support programs at the College.

The counsellor is an important member of the College Pastoral team. The successful applicant will have the ability to develop positive relationships, fostering a culture of wellbeing and collaboration, and being proactive in the support of the Mercy values and ethos of the College, as well as its co-curricular activities. Applicants must be fully supportive of the objectives and ethos of Catholic Education.

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____

_____ Date

Signature: _____

_____ Date



CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- Deliver effective use of the College's resources (staff, equipment and other) within the levels of accountability.
- Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.

KEY DUTIES / RESPONSIBILITIES

Catholic Identity

- Actively live and promote the College Mission with a focus on developing responsible Christian person.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Mercy inspired ethos within the College community.

Educational

- Ensure all undertakings are student focused.
- Provide direct counselling intervention to students
- Ensure that each student is treated as a 'whole' person who has individual needs.
- Ensure the educational standards of the Collage are maintained.
- Act as a resources person to staff and parents who may seek advice on a student or related issue and provide referral as needed.
- Regular liaison with the Heads of School and Head of Boarding regarding ongoing case management.
- Assist in the planning, development, and evaluation of programs to meet identified learning and adjustment needs.
- Establish and maintain contacts with external specialists and welfare agencies in order to make appropriate referrals for students, parents and families.
- Advise on and/or provide professional development to college staff to meet immediate needs.

Pastoral

- Follows the College Policy to provide an effective approach to student management and student development.
- Liaise with parents on matters pertaining to areas of responsibility by providing them with relevant information in accordance with College guidelines.
- Ensures that parents are adequately informed of their child's development.



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- Provide parents with realistic opportunities to participate as real partners in the education of their children.
- Deep commitment to the pastoral care and welfare of staff and students.

Administration

- Keep up-to-date of developments in theory and practice and be prepared to implement same.
- Prepare and regularly review policies related to student welfare.
- When required, act within an advocacy role for students either internally or externally with government and legal agencies.

Other

- Apply ethics and standards of professional practice in the delivery of psychological services and observe relevant laws and policies that govern practice.
- Perform the duties that are assigned by the Principal.
- Promote, wherever possible, the strengths and unique character of St Brigid's College within the wider community.

EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.



REQUIREMENTS OF THE POSITION

Working Relationships:

- Principal
- Deputy Principal
- Heads of School – Head of Primary and Head of Secondary
- Year Team Leaders
- All staff and teachers
- Parents and parent groups
- Students
- Vendors and external contractors

Key Results Areas:

Behavioural Descriptors:

- A clear commitment to the objectives and ethos of Catholic Education.
- High level of interpersonal and communication skills (verbal and written) and collegiality.
- Possession of excellent organisation and managerial skills.
- A flexible, collaborative student-centred approach.
- Commitment to excellence.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

People Management:

- Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
- Address issues and conflict resolution.
- Commitment to collaborative leadership.

Key Selection Criteria:

- Experienced working with children and their families in a mental health, clinical or educational setting
- Managing the legal, ethical and organisational requirements of a clinical, counselling role within an educational setting (e.g. privacy, confidentiality and disclosure)
- The ability to effectively operate as a member of a dynamic team
- A strong work ethic, the ability to work independently and be self-motivated

Qualification and Essential requirement:

- Commitment to the values of St Brigid's College;
- Hold relevant counselling qualification and appropriate registration with the relevant professional membership (PACFA or ACA);
- Current Working with Children Check;



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- Cleared Nationally Coordinated Criminal History Check
- Completed, or undertake to complete Accreditation to Work in a Catholic School;
- Evidence of receiving all required Covid-19 vaccinations or approved exception as per current legislation. More information can be found at Mandatory COVID-19 vaccination policy for WA workforces.

Desirable

Current WA 'C' class Driver's Licence.

Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- Strong people skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.