



Nagle College

Bairnsdale

Position Description

Position: Student Counsellor
Reports to: Principal / Deputy Principal - Pastoral

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Student Counsellor primarily reports to the Deputy Principal – Pastoral who is responsible for the entire Pastoral Welfare Department at Nagle College. The position of Student Counsellor is an integral part of the Pastoral Welfare Team, by providing suitable support and counselling to students and ensuring that consistent Pastoral Care and Counselling is offered to all students and families .

Regular liaison with College staff, students and the school community is paramount to ensure effective pastoral welfare services are undertaken.

Key Responsibilities

- Liaise with staff, where applicable, regarding students in need of special support.
- Liaise with parents, where applicable, regarding students in need of special support.
- Counsel students, advising them on issues of personal and academic concern.
- Liaise with external agencies in regard to specific matters.
- Support the Pastoral Care program of the College.
- Introduce and support programs within the school which address specific needs of students.
- Maintain appropriate confidential records.
- Complete weekly caseloads reports for Deputy Principal -Pastoral
- Attend meetings of the Counselling Team.
- Participate in, or support relevant professional development programs to enhance staff, students and parent awareness of contemporary counselling issues and strategies for assisting students.

Commitment to Child Safety

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend school meetings and after school services/assemblies, sporting events, mass community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Any other duties as requested by the Principal.

Organisational Relationships

The Student Counsellor has a number of key internal and external relationships.

- **Internal liaisons:**
 - Principal, Leadership team, other teaching and non-teaching staff, students.
- **External liaisons:**
 - DOSCEL, External Agencies, Parents /Guardians

Judgment and Decision Making

This role will require problem solving skills that involve the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making.

Key Selection Criteria

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check.
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.
- Relevant Tertiary qualifications.
- Previous experience working in a school setting in a counselling role.
- Exceptional interpersonal skills particularly with conflict resolution and mediation.
- Demonstrated ability to effectively work with a cross section of teenagers, young adults and members of the school community across a diverse range of matters.
- Awareness of the diverse range of issues affecting students.
- Strong written and verbal communication skills, with a demonstrated ability to work accurately and with close attention to detail.
- Demonstrated ability to work autonomously, under limited supervision as well as part of a team and with a wide range of stakeholders.
- An advance level of understanding regarding matters of confidentiality.
- Display a sound knowledge of managing relevant mandatory reporting and complying with legal protocols
- Excellent skills with MS Office required.
- Experience with synergetic and SIMON database or similar would be an advantage.