



## SCHEDULE A

Position Title	Wellbeing Lead Counsellor
Service Area	Student Services
Directorate	Wellbeing
Reports to	Head or delegate
Classification	Wellbeing Lead Counsellor
Last Updated	November 2017

## ROLE PURPOSE

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Wellbeing Lead Counsellor is accountable for supporting the System Strategic Intent of improving learning outcomes for all students and promoting a professional and rewarding working life for teachers.

## KEY ACCOUNTABILITIES

### FUNCTION SPECIFIC ACCOUNTABILITIES

The Wellbeing Lead Counsellor is accountable for:

- Providing support to the Wellbeing Manager to facilitate Wellbeing Counsellor induction, professional learning and development and provide opportunities for reflective practice to enhance counselling services
- Collaborating with schools and other professionals to promote school wide mental health and wellbeing initiatives
- Engaging families to support their child and to strengthen home-school partnerships
- Liaising with external agencies and professionals to enhance student support
- Supporting leaders and staff to respond effectively to student welfare and collaborating with key stakeholders to design personalised plans for students.

### LEVEL SPECIFIC ACCOUNTABILITIES

#### Catholic Ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

#### Team Contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CSPD

#### Risk and Compliance

- Contribute and adhere to policies and processes within CSPD
- Identify and report risks and where possible propose appropriate mitigation strategies

## REQUIRED STANDARDS

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard Group		Standard Name	Expected Level of Proficiency
Behavioural	Individual	Self-Development / Continuous Learning	A
		Adaptability	A
	Interpersonal	Collaboration and Communication	A
		Responsibility and Ownership	A
	Analytical	Planning, Organising and Problem Solving	A
Leadership	Leadership	Delegation	S
		People Development	A
		Leading a Team	S
		Understanding the Organisation's Mission	S
		Strategic Positioning	S
Technical/Functional	Technical/Functional	Attention to Detail	A
		Knowledge & Application of Policies, Procedures and Processes	A
		Knowledge & Application of Industry, Emerging Trends and Good Practice	S

**Key:** P = Proficient, S = Skilled, A = Advanced, E = Expert

## TYPICAL EXPERIENCE AND QUALIFICATIONS

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Schools Parramatta Diocese (**CSPD**) is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CSPD may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

CSPD is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.