

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| School Counsellor – St John Paul II College and Merici College | |
| Salary Range  (Full-time) | $ 100,896 to $ 110,982 (based on skills and experience + super) |
| Reports To | CECG Student Counselling Manager and relevant school Principal |
| Location | Merici College - Braddon |
| Employment Type | Part-Time |
| Employment Status | Permanent |
| Employment Term | Commencing January 2022 |
| Hours Per Fortnight | 60.8 |

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

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| Position Purpose | Merici College is an all girls’ 7-12 Catholic college committed to excellence in the education of girls, striving to assist all students to develop their potential academically, spiritually, culturally, physically and socially through innovative programs. Merici College is an IB World School, authorised to offer the Diploma Program (Years 11-12) and in the process of candidacy for the Middle Years Program (Year 7-10).  **School Counsellor**  The School Counsellor provides a service that is intrinsically a part of the core business of the School on this continuum of Pastoral Care. In this context the School Counsellor contributes to the mission of CECG by the provision of a professional counselling service to school communities in order to promote and foster the wellbeing and mental health, successful school engagement and development of all students, and to work collaboratively with other staff and parents in achieving this.  The Counsellor has a focus on fostering the development and mental health of all students, including those considered at-risk and those with special needs. This focus is achieved by applying counselling skills and engaging in individual interventions. This leads to more equitable educational access, participation and outcomes for all students. The counsellor is a certified professional who works in partnership with the school by contributing specialised knowledge and skills in a collaborative, collegial manner. |
| Position Duties | **Actively Promote Proactive and Preventative Practices and Initiatives**   * Work in consultation with the Principal, school leadership, staff and Catholic Education Office staff to improve student wellbeing and learning outcomes together with the implementation of school or system priorities. * Provide short term psychological counselling, therapy and programs for individuals and groups for a range of mental health, social and emotional and family issues. * Plan, implement and evaluate evidence informed early targeted interventions in collaboration with staff, relevant professionals and families to increase positive mental health outcomes. * Assist the Principal or delegate by providing timely and accurate information so they can effectively oversee student wellbeing issues, particularly relevant to student care and safety * Promote positive mental health outcomes and social emotional literacy by being an active member of the school pastoral care team. * Provide professional learning and information to build the capacity of school staff and families to identify and respond to mental health and behavioural issues which affect student learning, individual development and engagement. * Collaborate with the Pastoral Care team to interpret school-based data to drive continuous improvement and guide mental health and wellbeing initiatives. This data is shared with the Catholic Education Office.   **Facilitate a Coordinated Approach to Support Students**   * Coordinate a referral process that empowers stakeholders to effectively respond to the needs of the student and support the development of positive student health and wellbeing outcomes. * Respond to and assist, the school in their response to critical incidents and emergencies. * Identify and collaborate with key external agencies. * Refer and collaborate with school key stakeholders, external agencies and families to support students with complex needs.   **Demonstrate Professional and Ethical Practices**   * Collect, collate and maintain student information and records to meet legislative and system requirements. * Engage in CECG professional learning and allocated hours of external supervision support. * Respond appropriately in compliance with CECG guidelines to requests or communication from legal representatives. This includes responding to subpoenas and court orders. * Follow the CECG - Child Protection Policy, including reporting to the Principal any concerns regarding the safety, welfare or wellbeing of a child or young person. * Maintain professional competence and continued professional learning, inclusive of maintaining professional self-care. * Ensure professional practice is in alignment with key CECG Policies and Guidelines, especially:   + CECG Pastoral Care and Student Wellbeing Policy,   + Student Counselling Policy and related process guidelines,   + School Counselling Guidelines for Principals and Counsellors * The manner in which you work is based on a relational approach, this includes staff, students and school community. * Maintain membership of an appropriate professional association, as agreed with the Student Cousnelling Manager. * Participate in annual goal setting, monitoring of performance and review, and engage positively with constructive feedback. |
| Skills, Attributes and Experience | Selection Criteria:   * Competency for this role involves self-directed development and application of professional knowledge with substantial depth in some areas. * A broad range of professional skills are applied to roles and functions in both varied and highly specific contexts. * A proportion of competencies involve complex, specialized or professional functions. * Competencies are used independently and are substantially non-routine with initiative being exercised in the application of professional practices. * Significant discretion and judgement are required in planning, design, professional, technical, or supervisory functions related to services, operations or processes for self and/or others. * Work under broad guidance.     CECG school counsellors should be able to:   * Have strong individual counselling skills with children and young people * Work collaboratively with the school community and external agencies * Promote mental health and wellbeing * Pursue early identification of mental health difficulties * Provide short term solutions-focused counselling intervention or referral when appropriate * Work towards reducing the effects of environmental and institutional barriers to students becoming happy, confident and faith-filled learners who will use their knowledge and gifts for the good of all. |
| Qualifications | School Counsellors must have a minimum of four years relevant post qualification practice experience and be qualified at degree level in Psychology, Social Work or Counselling.  **Mandatory requirements**   * Have a commitment to the ethos and values of Catholic Education * Have relevant tertiary qualifications; A recognised university/college/institute degree in Social Work, Psychology, Counselling, or a relevant degree majoring in counselling   + Social Workers must be a registered member with the Australian Association of Social Workers.   + Counsellors must be a registered member with either the Psychotherapy and Counselling Federation of Australia (PACFA) or the Australian Counsellors Association (ACA).   + Psychologists must be registered with the Australian Health Practitioner Regulation Agency (AHPRA). It is not expected that Psychologists have to be a member of the Australian Psychological Society.     - All School Counsellors must ensure each year that they adhere to their association requirements with regards to supervision and professional learning and maintain their membership while working in CECG Schools and provide evidence of membership. * Have highly developed counselling skills * Current Working with Vulnerable People registration |

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

1. in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
2. in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](https://intranet.cg.catholic.edu.au/formandpolicies/Lists/Policies%202015/Attachments/132/RE%20Accreditation%20Framework.pdf)

Employment Information Collection Notice CE’s Privacy Policy - [Click here](https://cg.catholic.edu.au/privacy-statement/)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)