



**Immanuel
Lutheran College**

Walk as Children of the Light

POSITION DESCRIPTION

SCHOOL COUNSELLOR P-12



POSITION DETAILS

Position title	School Counsellor P-12
Reports to	Principal through the Heads of Sub School
Salary & Conditions	As per Queensland Lutheran Single Enterprise Agreement 2020
Type of Appointment	Various

ROLE

The role of the School Counsellor P-12 is to provide a professional counselling service to students, parents, and staff of the College, to develop appropriate programs related to pastoral care and psychological needs of the College community and to direct appropriate referrals to other external providers, personnel on the Pastoral Care team or to other staff as required.

As a term time position, work is required during the school terms inclusive of Staff Days as outlined in the College Calendar.

RELATIONSHIPS AND AUTHORITY

This position reports to the Principal through the Heads of Sub School.

RESPONSIBILITIES

The School Counsellor P-12 is responsible for:

Counselling

- Provide professional counselling and support for students, thus enabling them to function more effectively in the school environment. From time to time, extended support for families may be provided; however, this is secondary to the primary focus of working with students.
- Plan, negotiate and provide a counselling program based on social/emotional/behavioural and learning needs of the students.
- Preserve the confidentiality of the Counsellor/client relationship whilst balancing duty of care. This will require a full understanding of the Privacy Act 1988 (Cth).
- Assist students, families, and College staff to resolve issues that adversely affect the personal and academic functioning of the students.
- Provide case management for referred students who require professional counselling.
- Act as a resource person to staff in dealing with students with emotional/social and behavioural difficulties.
- Maintain confidential records and necessary reports of individual clients, and maintain counselling database, and statistical overview in line with the current legal requirements.
- Escalate high-level risk issues to the Principal.
- Direct referrals to other staff, including members of the Wellbeing Team, Home Group and Learning Support teachers, and others where appropriate.
- Participate in the Students of Concern teams within the relevant sub school/s



Referral

- Develop and implement detailed procedures for effective and professional processes of referral to a range of appropriate community professionals.
- Develop, monitor, and maintain referral model for students, staff, parents, and other professionals.
- Referral for testing of students with learning difficulties and communication of results to relevant staff and parents.
- Liaise with parents and college personnel to access information for referral purposes and to communicate assessment outcomes in a sensitive manner.

Advocacy

- Ensure appropriate combination of relevant information to staff and parents.
- Identify counselling and support needs within the school community and promote the development of policies, programs, and resources to meet those needs.

Development of Support Programs

- Play a key role in the development of programs that support the students, parents, and staff within the school. This is a secondary, but nevertheless important role in maintaining a healthy school community. Programs must be developed in full consultation with the Heads of Sub School.
- Demonstrate leadership and influence by Implementing professional development and parenting programs and/or information sessions.
- Developing, coordinating, and evaluating effective pastoral care programs for students.

AARA Support for Senior Students

- Play a role in supporting students to access arrangements and reasonable adjustments for senior studies.
- Informing and assessing students regarding eligibility for AARA for social-emotional disorders
- Completing AARA school statements and submitting applications for social-emotional disorders
- Liaising with the AARA school-based team
- Liaising with QCAA

Crisis Management

- Act as an integral part of the Crisis Management Team during times of crisis and provide professional support for members of the College community.
- Co-ordinate and provide crisis management counselling and debriefing to staff, students and families as required.
- Work in consultation with the Principal and Chaplains to manage the crisis.
- Coordinate counselling and support teams as needed.



Professional Development

- Participate in professional development to maintain and enhance skills, professional practices and the knowledge base required to meet a range of professional and educational needs.
- Organise and attend professional psychological supervision for debriefing and advisory purposes.
- As a form of professional development and support, the College will be required to provide external supervision as agreed upon.

Promotion

- Represent and promote the College and provide prospective and current families with information about services within the College.
- Develop and produce information for parents and staff publicising the service and providing other relevant information.
- Issue regular publications e.g., 'Counsellor's Corner,' to promote the work of the School Counsellor amongst staff and families.

Budget and Resources

- Submit Counselling budget, manage and monitor expenditure levels throughout the year.
- Research and identify resources and consult with Librarian in the acquisition of new resources.
- Research and identify needs within the College and co-ordinate visiting speakers and additional resources.

Policy and Programs

- Identify needs of the College, and instigate appropriate programs which will require ongoing evaluation, interpretation, and provision of results to staff.
- Assist in the development of policy in relevant areas of the College.
- Assist staff in the implementation of programs, and to model teaching methods associated with programs.

Due to the nature of the position, the College Counsellor will be expected to be self-directed and to operate with minimal supervisory intervention. Participation in staff meetings, and regular meetings with the Wellbeing team, Heads of Sub School, and Principal to communicate issues is required.

SKILLS AND EXPERIENCE REQUIREMENTS

The School Counsellor P-12 requires:

- Demonstrated experience, skills, and knowledge with working with students with trauma histories and/or are 'at risk' of being disenfranchised from school (desired).
- Experience in effective case management and facilitation, maintaining effective documentation (desired).



- Strong assessment skills to read situations, understand context, connect related facts, and draw preliminary conclusions to move students to the next steps in counselling or to develop a plan of actions to resolve the issue(s).
- Experience working with people from diverse backgrounds.
- Excellent verbal and written communication skills.
- Ability to manage competing priorities.
- An understanding of trauma, mental health, and social and emotional development.
- Capacity to make sound professional judgements with autonomy.

PERSONAL QUALITY REQUIREMENTS

- Demonstrated ability to authentically engage young people, inspire trust and where appropriate, their families, in cooperative, goal directed working relationships to overcome identified issues.
- Well-developed active listening skills.
- A demonstrable commitment to the values and ethos of the College.

QUALIFICATION REQUIREMENTS

Masters of Guidance and Counselling or Bachelor of Psychology.

Teaching qualifications and experience within a school setting highly desirable.

GENERAL INFORMATION

All staff are required to:

- possess Queensland College of Teachers Registration (QCT Registration) or a Queensland Blue Card.
- embrace the Christian ethos of the College.
- adhere to and maintain professional standards.
- work as a member of a team.
- contribute to the health and safety of students and staff.
- actively participate in professional development and networking.
- comply with professional legislated mandatory reporting requirements.
- ensure that all decisions, pertaining to their role at the College, are made in line with legislations and College Policies and Procedures as outlined in the Staff Handbook.
- Exhibit personal behaviour reflective of the ethos and Mission Statement of the College.
- Actively participate in College performance and development cycle.
- Attend all meetings as designated.
- Maintain high collaborative work practices as a member of the Secondary and Primary School teams to ensure the best possible outcomes for the students.
- Participate in the College's program for spiritual and pastoral care and various other duties.



COMMITMENT TO CHILD SAFETY

Immanuel Lutheran College is committed to the safety and wellbeing of all children, including those under the care and supervision of the College. The College recognises the importance of, and its responsibility for, ensuring a safe and supportive environment that respects the rights of children and fosters their enrichment and wellbeing. Immanuel Lutheran College's approach to creating and maintaining a child-safe environment is guided by the core belief that every child deserves the opportunity to flourish and the whole person is the whole point, and this can only be achieved if its students feel safe and are empowered to participate in decisions which affect their lives. Immanuel Lutheran College's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants must familiarise themselves with Immanuel Lutheran College's Child Protection Policy and Code of Conduct Policy (College Community) available on our website. Immanuel Lutheran has zero tolerance for child abuse in any form.

FURTHER INFORMATION

Further information about this position is available from employment@immanuel.qld.edu.au

This position description was prepared on 31 August 2023.