

Role Description and Employee Specification

Title of Role: School Counsellor

Classification: LSO Level 5

Tenure: Temporary to end 2021 with possibility of ongoing employment

Role Description:

A key component of the School Counsellor role is to compliment the wellbeing team and Chaplaincy program by drawing on psychological and/or counselling qualifications and / or experience to:

- support students through assessing individual learning needs,
- planning appropriate Individual Learning Programs for students with learning and social/emotional needs,
- supporting teachers to modify and adapt curricula and instruction and to adjust classroom facilities and routines to improve student engagement and learning.

The School Counsellor would additionally support teachers in monitoring and effectively communicating with parents about student progress and provide culturally responsive services to students and families from diverse backgrounds.

The School Counsellor will ideally be a registered psychologist and have specific, qualifications in psycho-educational assessment, counselling and therapeutic interventions which will enable them to fulfil the core responsibilities listed below.

The School Counsellor works within the professional and ethical guidelines of Golden Grove Lutheran Primary School, the Psychology Board of Australia and/or the professional organisation to which they may belong.

Use of Knowledge, Skills and Problem Solving:

- Creative, strategic thinker
- Highly refined communication skills, both written and oral
- Excellent skills in organisation and record keeping
- Commitment to self-reflection, team-work and improvement
- Exceptional personal standards of honesty, integrity and professionalism



Richardson Drive Wynn Vale SA 5127 | PO Box 1371 Golden Grove SA 5125
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ABN 76 775 629 005

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- Excellent presentation skills
- Ability to support the Lutheran values and ethos of the School

Control, Authority and Decision-Making

The School Counsellor is to support the Principal and wellbeing team in the undertaking of Christian Pastoral Care within the school community and will operate under the direct supervision of the Principal. Such care will include the areas of:

- Development of the quality of relationships between students, students and staff, and students and parents;
- Provision of assessment and support of educational and relational needs;
- Provision of counselling services; and
- Provision of research and development documentation with reference to school relationship issues (educational and social).

Judgement

- Exceptional personal standards of honesty, integrity and professionalism
- Capacity to work collaboratively and with direction
- Capacity to draw on own initiative as appropriate

Responsibilities and Accountabilities

- Provide short to medium term individual counselling and therapeutic interventions for students.
- Undertake educational, social/emotional and behavioural assessments of students.
- Provide specific advice to staff and parents about appropriate interventions resulting from assessments.
- Regularly monitor students who are educationally or socially/emotionally “at risk” and provide staff with progress reports.
- Implement, monitor and evaluate interventions aimed at improving engagement, social skill development and emotional regulation.
- Respond to requests by staff for urgent intervention.
- Consult with parents concerning their child’s educational and social/emotional development.
- Liaise with outside agencies to co-ordinate case management, pass on appropriate information to school staff, and refer students to outside professionals.
- Maintain an active role within the School wellbeing team.



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- Undertake assessments and write reports for Individual Student Plans.
- Work collaboratively with Learning Support, Chaplaincy and Support staff.
- Provide advice to leadership team regarding appropriate management of students where there are serious breaches of the school essential agreements and code of behaviour.
- Maintain up to date and accurate records of contact with students, parents and staff.
- Respond to Critical Incidents as requested by the Principal, particularly in providing and/or co-ordinating counselling and debriefing, and maintain ongoing monitoring of the incidents.
- Have current knowledge of, provide advice on and act on Child Protection matters.
- Conduct interviews with new students who enter the school at non-regular times, or who may have additional needs.
- Golden Grove Lutheran Primary School has an commitment to the safety, protection and well-being of all children in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.
- Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Staff Code of Conduct, Complaints and Performance Management procedures.
- All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

Working Relationships

The Manager: Principal

This position: School Counsellor (Junior School)

Special Conditions

- Prepared to undertake any additional training to complement the position
- Flexible working hours
- Temporary to end 2021 with possibility of ongoing employment

Statement of Key Outcomes and Associated Activities



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Employee Specification

Essential Characteristics:

- Experience as a skilled counsellor / psychologist.
- Hold appropriate qualifications in psychology, counselling or social work.
- Knowledge of relevant disability legislation and schools' obligations to comply.
- Highly developed organisational skills and the ability to manage multiple tasks simultaneously while maintaining quality and meeting timeframes.
- Ability to work both collaboratively and independently within a dynamic team across different programs.
- Well-developed interpersonal, oral and written communication skills.
- Ability to design, coordinate and implement effective school-based and interventions and professional learning programs as well as providing associated resources for students, staff and families.
- Commitment to maintaining confidentiality and dealing respectfully with sensitive information.

Desirable characteristics

- Expertise in psychology / mental health or other relevant areas is highly desirable. A preference is for the successful applicant to also be a registered or provisionally registered psychologist, or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA or a relevant regulatory body)
- Experience as a counsellor / psychologist in a school-based setting.
- Recent demonstrated understanding and application of universal school wide evidence-based systems supporting the mental health needs of school aged students.
- Understanding of the educational and legislative context of independent schools.



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Approval:

This position description accurately details the primary duties and responsibilities of the School Counsellor.

Principal:

Name: _____

Signature: _____

Date: _____

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____