

POSITION DESCRIPTION

School Counsellor

DESCRIPTION

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is a member of the Anglican Schools Corporation and caters for students Prep to Year 12. Our mission is to offer innovative, high quality education and to communicate the Gospel of Jesus Christ to students, staff, parents and the wider community. The inclusive learning environment promotes optimism, respect and ownership within and for our culture. The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow.

We accomplish this through high quality teaching, positive encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

The role of School Counsellor reports to the Head of Counselling Services and has a key role in the ensuring the assigned duties are executed to a high standard so as to add value to the academic, pastoral and spiritual life of the College.

OVERVIEW

Position Purpose:

Provide professional evidence based psychological counselling services and pastoral care to students and their families primarily in the Arndell Junior School with the goal of assisting students to reach their potential.

Key Relationships:

Peer Counsellors, Director of Wellbeing & Community Services, Heads of School, Assistant Heads of School, Chaplaincy Team, Heads of House, Leaders of Learning, Inclusive Education Team and Teaching Staff.

ROLE RESPONSIBILITIES

- Provide confidential counselling, guidance and support services to students with academic, social, behavioural and emotional needs, working with the families and teaching staff as required.
- Work closely with the Heads of School in the delivery of counselling, guidance and support services.
- Provide individual or small group support and counselling.
- Work collaboratively with teachers to identify, understand, refer and manage students with identified behaviour, social and emotional needs.
- Recommend relevant, classroom based strategies to teachers and support staff for assistance with students with such things as behavioural management issues, self-regulation issues, social competency skills, etc.
- Make recommendations on student individual development plans, as required.
- May assist with the assessment of student's learning and behaviour management needs.
- Advise staff and families of appropriate referral options for students identified as needing additional support.
- Build relationships, trust and collaboration with families, staff and external agencies to support student needs.
- Liaise with external agencies, as required, regarding student's wellbeing.
- Work in partnership with staff on the transition of Year 6 to Year 7.
- Mediate conflict between student and student, student and teacher and potentially student and home.
- Develop and deliver programs that enhance the wellbeing of students.
- May administer and report upon psychometric testing of students, providing reports to both families and teaching staff. Such tests may include but are not limited to WISC, WIAT and ABAS.

- Interpret specialist reports, providing an informed opinion as required.
- Maintain confidential and ethical case files in line with College requirements and professional protocols.
- Follow the College's process for counselling referral.
- Escalate child protection or welfare matters to the Deputy Headmaster: Operations P-12.
- Ensure that mandatory reporting requirements are followed.
- Promote mental health and resilience by advising on key programs.
- Provide coaching to staff on child and adolescent development and associated issues, influencing their lives.
- Provide professional development to staff in the area of student wellbeing.
- Conduct and/or participate in development events for families.
- Participate in crisis management situations when they arise.

Work Health and Safety

- Acquire knowledge and keep up-to-date with WHS matters.
- Understand the nature of College operations and the associated hazards and risks.
- Ensure that safe procedures are followed.
- Promptly address WHS issues in consultation with the Compliance and Risk Officer.

Other Duties

- Be actively supportive of and involved in the Christian Life of the College.
- Be available to staff, students and other members of the Arndell Community.
- Positively contribute to and work as an effective team member collaborating with staff and parents, having the ability to encourage positive team commitment and contributions by the application of personal commitment, enthusiasm and energy.
- Complete any other assigned tasks as directed by the Head of Counselling Services or the Headmaster.

ATTRIBUTES

The incumbent will possess the following qualifications and experience:

- Registered Psychologist.
- Experience with working within a school environment.

The incumbent must have the capacity to:

- Actively support the Christian teaching and ethos of the College.
- Possess intellectual strength, professional integrity and a passion for child / young people wellbeing.
- Understand the academic and wellbeing needs of student as these relate to learning and personal growth outcomes.
- Demonstrate outstanding interpersonal and communication skills with the ability to communicate, collaborate and work relationally with staff, students, parents and other external parties.
- Have a deep knowledge of the social and emotional issues which affect children and young people.
- Have a thorough understanding of evidence based practice within the areas of learning support and students with disabilities.
- Think and act strategically – working towards achieving College goals.
- Act in a manner that enhances the College's reputation and standing in the community.
- Work collaboratively as part of a team and empower others to flourish in their roles.
- Keep up-to-date with educational / psychology research and best practice.
- Work within an openly Christian environment.
- Work as part of the TASC team of colleges and schools.

SPECIFIC INFORMATION

- All staff are supplied with laptops computers and are expected to be competent in computer skills.
- This is a fulltime permanent ongoing position.
- In addition to your usual duties you may have other duties such as attending staff meetings, co-curricular activities, camps and taking part in the College community activities. You may also be involved in the College's spiritual program. Some of these duties may need to be performed at times outside normal hours.

NOTE

- Job Description is to be read in conjunction with the Arndell Anglican College Strategic Plan.
- Job Description is to be reviewed every 12 months. Next review is due July 2021.

APPLICATIONS

Your letter of application and curriculum vitae should include the following:

- Certified copies of registration and university qualifications.
- Work experience, including current and previous school counselling experience.
- The names, positions, telephone numbers and addresses (including email if applicable) of at least two referees, one of whom will be your current Church minister.
- Your Working With Children Check Number and date of birth.
- Involvement and abilities in other fields of interest.
- Any other information that may assist us in assessing your suitability for an interview and appointment.

Applications to be sent to:

Headmaster, Arndell Anglican College
PO Box 4063
PITT TOWN NSW 2756

T: (02) 4572 3633

F: (02) 4572 3294

E: employment@ardell.nsw.edu.au

NOTE: Employment screening of successful applicants will apply including verification of the Working With Children Check before interview. Arndell Anglican College is an equal opportunity employer and an Anglican Schools Corporation school.