



COLLEGE COUNSELLOR JOB DESCRIPTION

1. PURPOSE OF THIS POSITION

Performing duties in relation to the wellbeing of students (Kindergarten to Year 12) of Toongabbie Christian College and related activities to student wellbeing eg referrals, preventive actions and general counselling.

2. REPORTING

- Reports to _____ College Psychologist
- Non-reporting relationships _____ Deputy Principal Primary & Deputy Principal Secondary
Head of Junior Primary and Head of Senior Primary
Head of Senior Primary
Directors of Students Secondary
Heads of Curriculum Secondary
Wellbeing Teams in Primary and Secondary
- This position _____ College Counsellor

3. RESPONSIBILITIES

Demonstrated commitment to the Purpose and Purpose Statements of the College

- Maintain a commitment to a faithful walk with the Lord Jesus Christ.
- Set an example to students, staff and parents in matters of faith and conduct.
- Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview.

Counselling with Students in Years K-12

- Counsel individual students.
- Run mediation as required between students.
- Consult with other wellbeing leaders to develop student management plans.
- Attendance at meetings with parents, students and relevant staff.
- Liaise with and referrals to external therapists and services in relation to student issues.
- FaCS referrals as appropriate.
- Respond to emergencies.
- Ongoing knowledge of local support agencies.
- Meet with Wellbeing Teams in Primary and Secondary on a regular basis in relation to student cases.
- Manage daily appointment schedule.
- Support transition of new students into the College.
- Respond to new referrals in a timely manner.
 - For Primary students this requires contacting parents/carers.
 - For Secondary students this requires making an initial appointment.
- As required attend IEP meetings for students who are assisted by both the Counselling and Wellbeing Teams.
- When required, assist with the transition of students back to the College after a mental health absence which could include:
 - Liaising with parents
 - Liaising with external agencies
 - Completing a Return to School Plan
 - Be part of the Return to School meetings
 - Be involved with students' daily care as required.

Individual Counselling with Staff

- Counselling staff as required.
- Provide staff with wellbeing options as needed, eg referrals to external therapist or EAP service.

Administration

- Consult with parents/carers via face to face meetings, email and phone calls.
- Provide updates to parents/carers via face to face meetings, email and phone calls.
- Write up session notes.
- Keep a record of phone calls to parents/carers, external agencies.
- Keep a record of all parent/carer meetings.
- Write referral letters for students eg to GP's, external therapists, other agencies.
- Formulate cases & reading (as applicable).
- Sourcing and development of resources such as information sheets for students, parents and/or staff.
- Write summary letters to students and parents at completion of counselling.

Critical Incidents

- Assist the Principal and relevant staff as the need arises.
- Be a member of the Critical Incident Team when required. This may include:
 - Running small de-brief workshops for students and staff.
 - Liaising with parents/carers.
 - Liaising with the necessary external agencies.
 - Assisting with resources eg update information on critical incidents.

Policy Development/Review

- As the need occasionally requires, input into relevant wellbeing policies and documents.

Small Group Workshops (including development and implementation)

- As required be involved in running workshops or small group programs. For example:
 - Anxiety programs
 - Social skills programs

Presentations, Camps and Special Projects

- As required by the Principal & relevant staff, develop and present seminars at staff meetings, including PD weeks.
- Participate in planning and implementing College wide wellbeing projects such as anti-bullying day, sources of strength, staff appreciation day and other mental health programs.
- Attend camps as required (max 2 per year).

Networks

- Engage in ongoing support via School Counsellors Network.
- Hosting network meetings occasionally.

Parents and Community

- Attend, support, promote and engage in College events.
- Participate in K to 12 activities (Staff meetings, etc) and co-curricular activities, as directed by the Principal.

4. AGREEMENT

This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job should be read in conjunction with the employee's current conditions of employment and the provisions of the NSW Christian Schools General Staff Multi-Enterprise Agreement 2017-2019.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (College Psychologist) to support the College's compliance with legislative obligations.

The Line Manager (College Psychologist) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.

By signing this job description, I agree that I understand the requirements of this role.

Employee name _____ Signature _____ Date _____

Line Manager _____ Signature _____ Date _____

Principal _____ Signature _____ Date _____