

POSITION DESCRIPTION

Counselling Services Coordinator



Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 990 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of Freedom, Justice, Sincerity, Verity and Felicity. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

Position Summary

The Counselling Services Coordinator is an integral member of the College Wellbeing Team. The Coordinator provides leadership and operational direction to the Counselling team, while maintaining an appropriate student caseload.

The Counselling team provides specialist guidance, assessment and counselling to address the personal, educational and social needs of students within the school setting. The Coordinator is responsible for ensuring the delivery of a high-quality, ethical and responsive service, strengthening professional practice and building team capability.

The role promotes effective collaboration between counsellors, the Wellbeing team, staff and external providers. It also works to enhance staff understanding of the Counselling Service, supporting clear referral pathways, appropriate engagement and respect for professional scope and boundaries.

The Coordinator reports directly to the Assistant Principal - Wellbeing and is accountable to the Principal.

Key Responsibilities

Team Leadership and Coordination

- Provide leadership, mentorship and professional support to members of the College Counselling team, fostering a collaborative, accountable and high-performing team culture.
- In liaison with the Assistant Principal - Wellbeing, provide proactive leadership in whole-school wellbeing education, ensuring counselling expertise informs preventative and developmental practice across the College.
- Oversee referral pathways, case allocation, waiting list management, and case file systems to ensure efficient, equitable and compliant service delivery.
- Provide specialist consultation to team members in relation to complex presentations, ethical matters, and professional standards of practice.
- Coordinate and facilitate regular team meetings, case review processes and professional supervision arrangements to support reflective and evidence-informed practice.
- Represent the College Counselling team in strategic planning and operational discussions with College leadership.
- Strengthen partnerships and communication between the College Counselling team, leadership, Wellbeing team, staff, and external providers to ensure coordinated and holistic student support.
- Lead initiatives that build staff understanding of the role of the College Counselling team, promoting appropriate referrals, collaborative practice and clarity regarding professional scope and boundaries.
- Oversee the resources and administrative processes to maintain an effective and sustainable counselling service.

Counselling Services

- Provide individual and, where appropriate, group counselling to students presenting with personal, social, emotional and educational concerns, exercising sound professional judgement and working with a high degree of autonomy.
- Apply specialist knowledge of child and adolescent development, mental health and learning to inform assessment, intervention and support planning.
- Work collaboratively with the Assistant Principal - Wellbeing and relevant staff to support effective referral pathways to internal and external services.
- Undertake risk assessment and safety planning in accordance with legislative and College requirements, including mandatory reporting obligations where applicable.
- Maintain accurate, timely and confidential records in line with College policies, professional standards and relevant legislation.
- Participate actively as a member of the College Wellbeing Team, contributing to multidisciplinary planning and coordinated responses to student needs.
- Liaise with parents/carers, external agencies and allied professionals, facilitating communication and continuity of care where appropriate.
- Contribute to the design and delivery of wellbeing initiatives and preventative programs for students.
- Support staff through consultation regarding student wellbeing, mental health considerations and classroom strategies, within appropriate professional boundaries.
- Contribute to information sessions and learning opportunities for parents and carers on matters related to young people's development and wellbeing.
- Maintain current knowledge of relevant legislation, child safety requirements and professional practice expectations.
- Adhere to the ethical requirements and professional standards of the relevant registration or membership body.
- Build and maintain respectful, professional relationships with students, families and staff, demonstrating discretion, empathy and cultural sensitivity.

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans.
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements.

Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

The criteria listed below will inform the selection process:

Qualifications and Experience

- Relevant tertiary qualifications in psychology, counselling or a related discipline, with current registration or eligibility for registration with AHPRA.
- Demonstrated experience working with children and young people within an educational setting.
- Demonstrated expertise in a range of evidence-informed counselling and intervention approaches relevant to adolescents.
- Proven experience in leading teams, building capacity in others and working as part of a team.

Skills, Capabilities and Personal Attributes

- Highly developed interpersonal and communication skills, with the ability to build effective relationships with students, families, staff and external providers.
- Strong knowledge of adolescent development, mental health and wellbeing issues affecting young people.
- Demonstrated ability to develop and implement effective processes and systems, including referral pathways, case management practices and service planning.
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children
- The ability to laugh at oneself, reflect and commit to continual learning
- The successful applicant must hold or be willing to acquire a Working with Children Check card and a National Police Record Check before employment.
- Aligned with the Loreto values of justice, sincerity, verity, freedom, and felicity in all interactions and decisions.

Award & Conditions

Title	Counselling Services Coordinator
Classification / Award	Education Support Employee Category C CEMEA 2022 Level 5
Time Fraction	Full Time
Commencement	March 2026
Date	February 2026