

Northside Christian College

POSITION DESCRIPTION

College Counsellor

Position Purpose

The College Counsellor of Northside Christian College is responsible for supporting and enhancing the emotional wellbeing of students. They provide a comprehensive service by working in a both a proactive and reactive way to address student-related issues in close collaboration and teamwork within the College community.

To achieve this responsibility the School Counsellor is expected to maintain effective relationships with students, parents and staff.

It is a term-time position (30hrs/week).

Scope

The role of the Counsellor involves working as part of a student support services team to provide a high level of support for the emotional and social wellbeing of our students across our P-12 campus.

The Counsellor works predominately with students who require a higher level of support and intervention and assists in personal counselling, and provides guidance and mentoring to teachers to enhance their understanding of student wellbeing issues.

Accountability

Responsible to: Head of Teaching and Learning

Relates to: Head of Teaching and Learning, Principal, Heads of School (HOS)

Responsible for: Students

Key Relationships

- The Other College Counsellor
- Pastoral/Student Welfare Coordinator (Junior School)
- Teaching Staff

Minimum Qualifications and Experience

Suitable qualifications and registrations deemed acceptable by the Principal

Key Responsibilities and Duties

The College Counsellor is responsible for:

Leadership by:

- Assisting in providing professional development and guidance to staff to enhance their understanding of student wellbeing issues.

Efficient Management by:

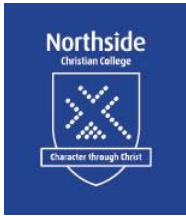
- Prioritising the management of cases to reflect the best use of the Guidance Counsellor's time including referring cases to the appropriate external providers.

Positive Relationships by:

- Developing a positive rapport with students and their parents.
- Communicating and planning evidence-based interventions in collaboration with staff, relevant professionals and parents.

Social and Emotional Wellbeing

- Assist students to realise their potential by supporting their emotional and social wellbeing.



Northside Christian College

POSITION DESCRIPTION

College Counsellor

- Effectively intervene with students who are experiencing emotional difficulties. This includes using in-house resources to address low level problems, as well as possessing the judgement and the network to outsource high level problems.
- Have a working knowledge of the Child Protection Policy and be able to liaise with the Department of Child Safety and other mental health organisations.
- Support staff as they fulfil their mandatory reporting obligations.
- Have experience in the administration, interpretation and report writing for psycho-educational and other assessments.

Behaviour Management

- Identify and address underlying behaviours that inhibit students from reaching their academic potential
- Successfully intervene with students who display ongoing disruptive behaviours inside and/or outside the classroom and resolve conflict between students
- Understand the issues associated with bullying and be able to provide social skills support for both the target (victim) and the bully

Communication

- Provide follow up reports to designated personnel regarding the outcomes of interventions
- Work collaboratively as part of the Student Support Services team
- Work across Junior, Middle and Senior Schools to support students, staff and families

Administrative duties

- Record keeping (case notes, managing files)

Other

- Perform other duties as required by the Principal or his delegates

Personal Attributes and Standards

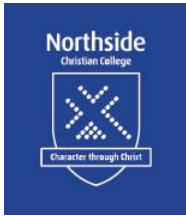
Every College employee must have a personal faith and commitment to Jesus Christ and is to be in regular fellowship and good standing with a local Christian church. Traditional Christian values must be lived out and exhibited daily.

The appointee must:

- Be a regular attendee of a local Christian church and must maintain a personal commitment to faith and belief in the Bible, consistent with the College's Statement of faith;
- Demonstrate an acceptance of other people, be approachable and supportive of colleagues, building effective, professional staff relationships;
- Have a willingness and commitment to know the organisation and support its mission and vision.

Skills and Competencies (Selection Criteria)

1. Understanding of the wellbeing needs of students as these relate to the learning and personal growth outcomes for students
2. The ability to develop positive, professional relationships with staff
3. Expertise in identification, formulation and counselling of students
4. Ability to provide psycho-education about adolescent mental health to teaching staff
5. Ability to identify appropriate external professionals for students requiring support outside the services of the specialist staff at the College
6. Ability to collaborate with educators in formulating support programs for students
7. Willingness to collaborate effectively with a broad range of key academic and wellbeing staff to enhance student outcomes
8. Well-developed communication and interpersonal skills
9. Demonstrated commitment to ongoing professional development and professional currency



Northside Christian College

POSITION DESCRIPTION

College Counsellor

10. Professionalism and discretion at all times in relation to confidential matters
11. Flexibility and commitment to the provision of a high-standard of professional care

Remuneration

The terms and conditions of employment will be those set out in the Educational Services (Schools) General Staff Award 2010 (Award) and detailed in the Letter of Appointment.

Application Process

- Applicants are to address each of the Selection Criteria, provide their current CV and the name and contact details of two professional referees
- Applications should include a current pastor's reference
- **Forward Applications to** employment@northside.qld.edu.au. (*Please include the Position Title in the subject line*)
- The successful candidate will be chosen through a process of interview of shortlisted applicants

Additional Information

- This is a permanent, term-time position commencing as soon as possible, or as negotiated with the successful applicant
- Further information about the College can be accessed via the College website on www.northside.qld.edu.au
- **Applications close at 9am Thursday, 6 May 2021**