



SACRED HEART GIRLS' COLLEGE

ROLE DESCRIPTION

COLLEGE COUNSELLOR/PSYCHOLOGIST

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community
- Promoting a child safe environment for all students.

The College Counsellor/Psychologist is appointed by the Principal and is responsible to the Deputy Principal - Wellbeing for the provision of services relating to the wellbeing of the students. The College Counsellor/Psychologist is expected to commit to the vision and values of the College and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the School Improvement Plan.

The College Counsellor/Psychologist has a significant role that requires initiative, discretion, expertise and varying levels of confidentiality in dealing with matters of importance to the psychological and emotional wellbeing of students. They work to facilitate access, participation and to maximise educational outcomes for students, and, if qualified, to utilise psychological expertise in education and learning to support and build the capacity of the school community toward the same goals.

The College Counsellor/Psychologist supports the provision of a Child-Safe environment and is expected to be familiar with, and comply with, the school's Child Safe policy, Code of Conduct and all other policies or procedures relating to Child Safety.

The College Counsellor/Psychologist must hold appropriate professional qualifications and maintain membership of a relevant professional body. They are expected to demonstrate a comprehensive knowledge and understanding of adolescent mental health and be able to work with families and staff to support the mental health and wellbeing of all students in our care.

KEY AREAS OF RESPONSIBILITY

Provide counselling services to students who experience significant social, emotional, behavioural and educational difficulties

- Provide confidential counselling and guidance to students who may be self, teacher or parent referred.
- Develop strategies with students for use in their interactions with teachers, peers and parents
- Where the need arises, develop and implement appropriate small group programs for students to assist in improving their wellbeing
- Work with the Deputy Principal - Wellbeing in addressing school refusal
- Assist in developing student safety plans and act as case manager
- Conduct risk assessments across a range of mental health presentations as needs arise
- Follow Child Safe PROTECT protocols and provide appropriate school-based and external support.

Administer and interpret psychological assessments (Psychologists)

- Conduct psychological screening in child and adolescent mental health
- Conduct cognitive assessments, report writing and report feedback meetings
- Analyse and interpret psychological, behavioural and cognitive assessments completed by external agencies and communicate findings to relevant staff.

Develop relationships and liaise with outside agencies

- Make appropriate and timely referrals to outside agencies
- Liaise with agencies as is necessary for case management
- Provide information to students and families on available resources and referral.

Provide support to students and their families

- Link parents/families to external support agencies where appropriate
- Facilitate and/or participate in meetings concerning students' mental health issues with relevant staff and outside agencies
- Participate in Program Support Group meetings when required by the Learning Diversity Leader.

Participate in staff and community development and support through professional learning and outreach programs to enhance the social and emotional wellbeing, health and educational effectiveness of the College and its community

- Assist staff to undertake their wellbeing role and build staff capacity re same
- Work with Year Level Leaders in developing wellbeing programs for their respective year levels
- Assist Year Level Leaders and teachers to facilitate positive wellbeing and learning of students experiencing difficulties by providing information and guidance
- Present to staff and parents, as required, on matters relating to student wellbeing
- Contribute to critical incident response and debriefing and counselling at a personal and community level
- Collaborate with relevant staff in the development and review of key policies relating to wellbeing.

Provide strong administration & communication skills in line with College policies and practices, relevant professional standards and codes of conduct

- Maintain records and case notes in accordance with College requirements and professional protocols
- Maintain and develop a professional library and resources relevant to a school-based counselling service
- Ensure communication between relevant parties is clear and timely
- Meet with the Deputy Principal - Wellbeing and Year Level Leaders on a regular basis to monitor student wellbeing across all year levels
- Meet regularly with the Deputy Principal - Wellbeing concerning counselling services, supervision and individual case management
- Prepare caseload summary reports for Deputy Principal - Wellbeing (one per cycle)
- Undertake regular professional supervision
- Attend relevant meetings, networks and professional learning activities organised by external agencies and professional organisations related to guidance and counselling in schools, including MACS networks, meetings and briefings
- Liaise with school counsellors/psychologists in other Catholic schools as required
- Attend general staff meetings and other meetings as relevant to the position
- Be involved in the broader life of the College by attending whole school events such as Masses, liturgies, Sacred Heart Day, sports events, Annual Music Concert and College assemblies.
- Follow all OH&S policies and take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions.

CRITERIA

The successful candidate will be able to demonstrate:

- A commitment to Catholic education
- A vision for the areas in which they predominantly work
- Appropriate qualifications
- Success in working with adolescents
- A sound knowledge of legal and ethical considerations in an educational setting
- The ability to work collaboratively as part of a multi-disciplinary team
- Excellent communication skills across a range of audiences in a variety of settings
- Meticulous record keeping skills
- Competency in the use of ICT in an educational setting
- Excellent administrative and organisational skills.

Variation to Role

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

REPORTING RELATIONSHIPS

Reports to	Deputy Principal - Wellbeing
Internal Liaisons	Learning Diversity Leader, Learning Leaders, Literacy and Numeracy Coordinators, VCE Co-ordinator, Year Level Leaders, students, staff, families
External Liaisons	MACS, External Agencies as required
Conditions	Ongoing, FTE 1.0 Conditions are as per the Victorian Catholic Education Multi Employer Agreement (VCEMEA) 2018. 8:00am to 4:00pm, Monday to Friday This is an Education Support, Category B position with the level to be determined according to qualifications and experience.