

Purpose and Rationale

At Simonds Catholic College, the wellbeing of each student is of the utmost importance. The College aims to provide an environment in which students are encouraged to reach their full potential and where students, staff and parents experience an atmosphere of mutual respect, cooperation and support. The Counsellor offers support and guidance to students especially those in sensitive or critical situations.

Policy Statement

The counselling service at the College is available to students, parents and staff. Students may be referred to the counselling service by parents or staff and they may self-refer. The Counsellor works at both St Mary's and St Brigid's Campuses. With due regard to Mandatory Reporting legislation the Counsellor maintains confidentiality with students and the content of counselling sessions with students is not disclosed unless the student gives free consent to the disclosure. In almost all cases, a student attends counselling voluntarily, for a few, it may be a condition of his continued enrolment that he speaks with the Counsellor.

Duties

The Student Counsellor is an appropriately qualified person with responsibility for:

- Providing counselling services and undertaking individual support where appropriate to students and families of the College community
- Participating in the development and implementation of relevant College policies, procedures and programs with a focus on enhancing the wellbeing of the students and school community, particularly those at risk
- Establishing and maintaining links with relevant community support agencies, allied professionals and school networks with a view to optimising services available for students that focus on primary prevention, early intervention and continuity of care
- Consulting with the Principal and Deputy Principals in developing and implementing a range of professional learning programs for staff and a whole school approach that focuses on student's wellbeing and resilience
- Acting as a consultant to teachers and families on matters relating to student wellbeing and development
- At the direction of the Principal, carry out any other duties deemed to be within the incumbent's skill, competence and training
- Ensuring that effective customer service and support is provided to parents, students, staff and the general public at all times
- Attends and supports College Open Days, Information Evenings, camps and other events
- Works collaboratively with staff, students and families

Responsibilities

Student wellbeing is the responsibility of all members of the college community, but the particular responsibility in this area lies with the Counsellor. The Counsellor reports directly to the Principal via the Deputy Principals and works with the Year Level Coordinators to ensure that each student is provided with a caring, happy and safe environment.

The Counsellor will:

- Provide guidelines on referral, process and confidentiality
- Establish protocols that deal immediately with high-risk students
- Ensure that:
 - Students who present for counselling are provided with an appointment slip on the day of appointment
 - Student attendance is noted and available securely online to the Principal, Deputy Principal, Year Level Coordinators
 - A semester and yearly report on the counselling service is made available to the Principal, Deputy Principals/Year Level Coordinators

- Ongoing supervision is maintained
- Attendance at regular meetings with Deputy Principals for the purposes of (a) identifying students who may be in need of counselling support and (b) for the purpose of providing information on wellbeing issues that may assist target groups on Campus
- Daily, updated notes on students who present for counselling are created and stored securely

Necessary Skills and Attributes

- Demonstrates an understanding and acceptance of the Simonds Catholic College Vision and Mission Statements and the values that underpin them
- Demonstrates respect for and commitment to the education philosophy of Simonds Catholic College
- Able to liaise effectively with staff, students and families at all levels
- Has an excellent level of written and verbal communication skills
- Professionalism and confidentiality is upheld at all times
- Able to prioritise a range of tasks and manage time effectively to meet agreed deadlines
- Demonstrates an ability and drive to comply with Simonds Catholic College's standard processes and policies
- Demonstrates professionalism, diplomacy and integrity at all times with committed support to the Principal, College Leadership Team and other staff members in keeping with the College values

Qualifications

- Full registration as a Psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) or as a Counsellor/Social Worker with other regulating bodies
- Satisfactory Police Check and Working with Children checks
- Prior experience in a Secondary School environment would be an advantage
- Knowledge of the Victorian Education system and current issues in the education of boys