# JOB DESCRIPTION

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<tr>
<th>Bethany Christian School</th>
<th>37 Countess Street, Paralowie, SA 5108</th>
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<tr>
<td>School Counsellor</td>
<td>0.6-1.0 FTE (Negotiable)</td>
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## Reporting Responsibility

The School Counsellor is directly responsible to the School Principal and/or their Delegated Authority.

## Position Statement

The Counsellor supports the management of students with emotional and behavioural challenges, promoting mental health and well-being. The Counsellor works as an integral part of the team supporting the well-being of the student, liaising closely with the Principal and Deputy Principal, along with the Adaptive Education Coordinator, Registered Nurse, Chaplain and any visiting professionals providing support to the student or school. In this context, the Counsellor contributes to student wellbeing and education by supporting members of the Leadership Team as they design and deliver programmes across the school. The Counsellor identifies, supports and refers for further treatment students who struggle with mental health and related school/family issues. This role includes supporting teaching staff in the management of these students.

The Counsellor will be an active member of their Christian Church Community.

## General Responsibilities

- To carry out professional duties responsibly
- To adhere to the Bethany Christian School Policies and Procedures
- To promote the Vision and Mission objectives of Bethany Christian School
- To work collaboratively with the School Executive towards a whole school approach to the support of all students
- To counsel students in the management of social, emotional and educational difficulties
- To assist with supporting and training school staff to best support student needs
- To maintain mandatory reporting requirements to work in a Child Safe setting

## Essential Responsibilities

### Well-Being

- Provide short term counselling services and plan interventions for individual students, groups of students and families in need
- Meet regularly with the Principal and members of the Leadership Team for supervision and case meetings regarding the needs and welfare of students
- Provide information and assistance to enable teachers, students and parents to access community services and agencies external to the school, following consultation with School Leadership
- Be cognisant of the School's legal and moral duty of care, report, as and when appropriate, to the Principal and relevant Senior Leadership concerning critical situations involving students
- Advise and support the Leadership Team in the management of critical incidents in the School community involving students, parents or staff

### Educational

- Promote well-being by advising on, designing and implementing key programs and interventions as
appropriate, including staff professional development

- Assist in the development and review of procedures and policies concerning pastoral care and behaviour management
- Liaise with the Adaptive Education Coordinator and, where directed, staff, in order to support referrals and planning for students with educational and other needs

Administrative

- Keep appropriate, confidential, written records of all student contact and interviews
- Maintain membership of appropriate professional associations and attend meetings of these associations where possible
- Participate in Professional Development, training and supervision as expected by the appropriate accrediting body, maintaining current professional standards and adhering to best practice
- Attend and contribute to meetings as requested by the Leadership Team
# PERSON SPECIFICATION

## KEY CRITERIA

### Qualifications and Experience

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<td>● Registered Psychologist enabling Professional Registration*, or Bachelor level Psychology degree with an additional Counselling Qualification enabling professional registration as a Counsellor**&lt;br&gt;● Registration with the relevant Accrediting Body&lt;br&gt;● Current First Aid Certificate, Mandatory Reporting Certificate and Working with Children Check&lt;br&gt;● Other relevant Degree qualification that will support the outlined Job Specification&lt;br&gt;● Safe to work with Children in an unsupervised capacity</td>
<td>● Eligible for membership of the Australian Psychological Society&lt;br&gt;● Eligible for membership of the College of Educational and Developmental Psychologists&lt;br&gt;● Endorsement under the PsyBA as an Educational and Developmental Psychologist&lt;br&gt;● Experience working with Primary school aged students, their parents and school staff in an educational setting&lt;br&gt; ● Experience in providing intervention through counselling and prevention through delivery of programs and staff support in the educational setting&lt;br&gt;● Registered teacher qualifications, but not essential</td>
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* Must be fully registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law, or have provisional registration based upon possession of a degree with a fourth or fifth year qualification in psychology and a supervision agreement accepted by the Psychology Board of Australia (PsyBA), which will enable full registration following one to three years of supervised practice as a psychologist.

** Must be registered with the appropriate accrediting body.

### Knowledge (Knowledge, abilities, skills, experience)

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<td>● Understanding of the academic and wellbeing needs of students as these relate to the learning and growth outcomes for students&lt;br&gt;● Understanding of and personal commitment to the Christian values which are fundamental to the School</td>
<td>● Understanding of crisis management strategies in the educational setting&lt;br&gt;● To possess a sound knowledge of student care and support services, including those relating to Child Protection and critical incident management</td>
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### Skills and Abilities

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<td>● The ability to develop positive, professional relationships with staff&lt;br&gt;● Expertise in identification, formulation of intervention for and counselling of students&lt;br&gt;● Willingness to collaborate effectively with a broad range of staff to enhance student outcomes&lt;br&gt;● Exceptional interpersonal skills and the ability to relate to students and parents from a wide range of social and cultural backgrounds&lt;br&gt;● Demonstrated commitment to ongoing professional development and professional capability&lt;br&gt;● Professionalism and discretion at all times in relation to confidential matters&lt;br&gt;● Ability to identify appropriate external professionals for students requiring support outside the services of the School</td>
<td>● To have a sound knowledge and expertise in the use of information technologies, including administration and psychometric tools</td>
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