



Iona College Geelong

Role Description

College Counsellor

OVERVIEW

Iona College is a new Co-educational Catholic College which opened in 2020 to serve the educational needs of students in the Geelong area. Current enrolments accommodate Year 7 and Year 8 students with a new Year level added each year. We will ultimately build a secondary school population upwards of 1400 students over the next ten years.

The College vision incorporates the aspirational statement, **‘Learning to Change the World’** as we shape and develop a robust learning program designed to engage and inspire. Iona College is not being built to replicate the educational options that already exist in the Geelong region; rather it is the chance to put into action the latest advancement in educational thinking that ensures that students are equipped for the demands of the future.

The Iona College community is committed to the safety, wellbeing and protection of all children in our care

Position:	College Counsellor	
Remuneration Scale:	Level 3, Category B	
Full Time Equivalent:	1.00FTE	Monday to Friday 8:30am - 4:30pm
Reports to:	Deputy Principal and Head of Student Wellbeing	
<p>Position Summary-</p> <p>The College counsellor works as part of the student services team and is responsible for providing professional counselling services to students and advice to teaching and wellbeing staff at the College (where appropriate).</p> <p>Major Areas of Responsibility</p> <p>The College counsellor has responsibilities in the following key areas:</p> <ul style="list-style-type: none"> • Student Counselling • Wellbeing Data – eI Pulse • Group interventions • NCCD Social Emotional Support 		

STATEMENT OF DUTIES

STUDENT COUNSELLING

- Provide counselling, therapy and where appropriate professional assessment and referral to outside agencies e.g., Headspace, CAHMs etc.
- Administer screening tools and other psychological assessments (where appropriately qualified) and follow up as necessary.
- Provide professional assessments, referral information and adjustment recommendations regarding social emotional learning and liaise with Head of Learning Diversity, students, parents and staff.
- Provide consultation to parents and teachers regarding individual students.
- Develop and implement programs for specific groups. E.g. Social Stencil program
- Provide classroom support as needed e.g., Respectful Relationships & Wellbeing curriculum
- Work collaboratively with Year Level Wellbeing and Community leaders, Head of Student Wellbeing and other staff to support students at risk.
- Liaise with external professionals and community agencies (as requested) who are involved with students at the College.
- Refer students and where applicable parents to outside agencies or professionals for targeted support
- Meet weekly with Student Services Team to review caseloads and referrals
- Be available to individual members of staff who may require assistance with strategies or adjustments to support a particular student or group of students.
- Arrange appointments discretely ensuring specific teachers are informed about student absence via SIMON class pass
- Inform the College Leadership team and Child Safe team of situations that may have repercussions for the College and the wider community e.g., mandatory reporting issues.
- Ensure mandatory reports are made in accordance with legislative requirements
- Represent the College liaising with community services and networks (as requested)
- Work with Head of Wellbeing and Year Level Wellbeing and Community leaders to provide support to parents through parenting programs and professional development sessions
- Attend all relevant staff meetings
- Keep notes and confidential documentation on SIMON under restricted access protocols.
- The College Counsellor may be required to represent the Student Services team on the following:
 - Year level SSGs Student Support Group Meetings
 - Student Services Meetings
 - PSGs (as required)
- Maintain a visible presence in college grounds to promote accessibility and availability for students

DATA COLLECTION & ANALYSIS

- Provide to Deputy Principal a termly report summarizing statistics, including client presentation data, frequency of contact and other issues deemed appropriate.

ADMINISTRATION

- Adhere to Student Services and Student Duty of Care policies and procedures and agreed practices
- Contribute to the development, planning, and implementation student services policies, procedures, and best practices for the College as requested by the Deputy Principal.
- Take responsibility for maintaining accurate and up to date information on the College's LMS SIMON
- Maintain appropriate documentation in accordance with the Colleges guidelines.
- Other duties as assigned by the Deputy Principal / Principal

PROFESSIONAL PRACTICE

The College Counsellor is expected to maintain professional practise and standards in relation to:

- Interviewing and History taking
- Counselling
- Consultation
- Assessment including the administration of tests, screeners and report writing
- Planning and Implementing intervention
- Personal supervision

To ensure Professional Practise is maintained:

- The Counsellor will meet regularly with the Deputy Principal /Principal to discuss the ongoing work of the Student Services Team
- The Counsellor meets each semester with the Deputy Principal in order to review their role and professional practice.
- It is expected that Professional Supervision is carried out on an agreed basis at the College Expense

CONFIDENTIALITY

Counselling is a confidential service and school counsellors will check with students, parents or carers before passing on information to others. Confidentiality will be maintained unless legal requirements, e.g., child protection legislation, override it. Nor will confidentiality be maintained where someone may suffer serious harm from information being withheld.

OTHER

The College counsellor, at times, may be required to undertake other duties related to the role as directed by the Principal in consultation with the Deputy Principal.

The College counsellor will undertake professional development and training in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ
- Demonstrate a commitment to personal witness as a member of a faith community

Commitment to Child Safety

The College Counsellor will:

- have a demonstrated understanding of child safety
- have a demonstrated understanding of appropriate behaviours when engaging with children
- be familiar with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-connected work

Knowledge & Understandings

- comprehensive understanding of the College's policies and procedures especially related to Student Duty of Care
- appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information

Skills & Capabilities

- the ability to implement effective and efficient work practices
- the ability to work collaboratively, flexibly, and independently in a demanding environment
- the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College (where necessary) e.g. CSSS

Risk and Occupational Health and Safety

The College Counsellor will:

- comply with legislated occupational health and safety practices
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within the College

The College Counsellor would receive an appropriate time allowance and salary dependent upon qualifications, duties and expertise.

Background & Qualifications	Tertiary Qualifications in Social Work, Psychology, Counselling or equivalent
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Other Requirements	Valid Working with Children Card. National Police Record Check Current First Aid Certificate
Contract and Conditions	Employment: Ongoing following a 4-week probationary period. Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018
<p>Authorised by: Damian McKew – Principal</p> <p>DATE: AUGUST 2022</p>	