



## COUNSELLOR

### POSITION DESCRIPTION

**Our Vision:** Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

**Our Touchstone Statement:** *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum.

### POSITION SUMMARY

The College Counsellors will foster the Mercy values of Compassion, Justice, Respect, Hospitality, Courage and Service across the College, through their role they will enhance the culture of Catherine McAuley College and must be grounded in strong educational pedagogy.

The Counsellor role requires professional and supportive interactions with students with a view to supporting CMCB students in all facets of their school life, particularly around developing positive mental health habits which will support students thriving in the school and non-school environments.

The role will support the strategic management, providing support and guidance to staff in the development and implementation of appropriate programs that support the learning needs of students.

With high-level relationship skills, this role will serve as an outstanding ambassador for the College, supporting directions and policies and exemplify its standards.

### ESSENTIAL DUTIES & RESPONSIBILITIES

<b>Leadership</b>	<ul style="list-style-type: none"><li>In this role you are required to be fully aware of accepting the College's Child Safe Policy and support the appropriate protocol and compliance associated with the wellbeing and protection of every child in our care.</li><li>The counsellor should model their leadership on the Mission of the College and the Mercy Education Charter.</li><li>The counsellor should be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey.</li></ul>
<b>Purpose and Accountability</b>	<ul style="list-style-type: none"><li>Provide assistance to students and parents in encouraging positive relationships within the classroom, among their peers and at home.</li><li>Providing professional support to members of staff on campus, particularly those charged with leading the provision of pastoral care, and formation of students advising possible support pathways for students in need and monitoring the progress and effectiveness of the support provided to these students is a vital part of the Counsellor role.</li></ul>



	<ul style="list-style-type: none"> <li>• Ensure appropriate resource material relevant to student welfare issues are maintained and made available to students. Support the Wellbeing Team Leader.</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support programs designed to deal with harassment or discrimination.</li> <li>• Counsel assigned students.</li> <li>• Adhere to the College's response to an emergency, critical incidents or trauma.</li> <li>• Support the Restorative Practice Program.</li> <li>• Maintain close relationships with student wellbeing representatives of other primary and secondary schools and educational institutions</li> <li>• Be eligible for membership of and active involvement with appropriate professional bodies such as the Australian Psychological Society, the Australian Association of Social Workers or other approved counselling bodies.</li> <li>• Achieve an appropriate balance between the level of confidentiality and the communication of sensitive information to all who need it for professional reasons, consistent with legal and privacy requirements.</li> <li>• Ensure the Pastoral Care Director or other member of Leadership is informed of any matters pertaining to mandatory reporting or student wellbeing matters of a serious nature.</li> <li>• Ensure accurate and secure records for each student are maintained.</li> <li>• Attend regular Student Wellbeing Team meetings with both a strategic and administrative emphasis.</li> <li>• Actively participate in clinical supervision.</li> <li>• Provision of support to families.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> <li>• Participate in the staff appraisal process.</li> <li>• Be an active member of a relevant professional association as duties permit.</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency mandatory reporting and anaphylaxis training.</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing.</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> </ul>

## KEY SELECTION CRITERIA

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Recent school experience or working with adolescents and/or appropriate counselling qualifications.</li> <li>• Demonstrated knowledge of the Mercy Charter and its application to teaching and learning programs.</li> <li>• Skills required for the position.</li> <li>• Demonstrated abilities in liaising, consulting and negotiating effectively with a wide range of people.</li> <li>• Familiarity with current and ongoing research in the field.</li> </ul>
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<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Personal sense of initiative, innovation, and enthusiasm.</li> <li>• Outstanding communication and interpersonal skills to build relationships with key stakeholders such as children, parents and the school community.</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.</li> <li>• Ability and willingness to accept policy directives.</li> <li>• Ability to manage complex tasks with minimal supervision</li> <li>• Ability to develop and maintain strong working relationships with key stakeholders</li> <li>• Capacity to work to tight time lines</li> <li>• Proven capacity to work independently</li> <li>• Sound organisational skills including strong attention to detail</li> <li>• Proven time-management skills</li> <li>• Empathy</li> <li>• Confidentiality</li> <li>• Courage</li> <li>• Self-awareness</li> <li>• Active commitment to ongoing professional learning and growth</li> <li>• Passion and expertise for pastoral care and student learning</li> </ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li> </ul>

## EMPLOYMENT CONDITIONS

<b>Appointment</b>	<p>This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.</p>
<b>Reports to</b>	<p>Student Services Coordinator</p>
<b>Conditions</b>	<p>Conditions are in accordance with the Catholic Education Multi Enterprise Agreement (CEMEA) 2022.</p>
<b>Review and Appraisal</b>	<p>As an employee of Mercy Education Limited this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
<b>Professional Development</b>	<p>Undertake professional development in line with the College Professional Learning policy.</p>



# CATHERINE McAULEY COLLEGE

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.