



School Counsellor

Applications are invited from appropriately qualified and experienced candidates for the position of a School Counsellor. The successful applicant will be required to have demonstrated experience in providing counselling and psychological support to children and adolescents.

This is a full time position during term time and is to commence as soon as possible.

Position Description

Position Title:	School Counsellor – Term Time only
Responsible to:	The Principal
Reports to:	The Deputy Principal
Key Stakeholders:	All internal and external stakeholders
Overview:	The School Counsellor will provide counselling services to support the holistic growth and development (social, emotional, physical, psychological & spiritual) of students at Calrossy, working with individual pupils and staff to promote best practice in school wellbeing at Preschool, Infants, Primary and Secondary levels (Boarding and Day).
Duties & Responsibilities:	<p>Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. Uphold the Schools core values of Integrity, Selflessness, Inclusiveness and Resilience. <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> Work with the Head of the Independent Learning Centre and other Counsellors and Senior Staff, to establish and maintain case management support for individual students Attend meetings with the members of the Wellbeing team Monitor progress of students with significant learning or behavioural needs and use of behaviour management/support plans Respond to internal and external enquiries with regard to ongoing counselling Establish and maintain contact with external professionals who work with students from Calrossy Maintain professional reading to ensure awareness of best practice Ensure professional standards, learning and supervision are maintained to ensure personal registration and quality program delivery Participate in, or support, Professional Learning and student/parent programs to enhance staff, student and parent awareness of contemporary counselling issues and strategies for managing wellbeing Attend student support meetings Provide assessment services which may include formal psychological, cognitive and psycho-educational assessment for students Support first stage of intervention support (e.g. observation and screening assessments) to students Counsel students, parents and staff as required using appropriate evidence-based approaches Consult with parents and carers regarding student issues Liaise with teaching and educational support staff regarding student needs (e.g. behavioural management and student support plans) Provide assessment services and reports for NCCD funding and support the provision of adjustments to students with specific learning needs Maintain records and notes of all counselling sessions using school procedures Attend school referral meetings and case meetings

<p>Qualifications/Skills/Essential Criteria</p>	<p>Qualifications/Skills</p> <ul style="list-style-type: none"> • Current Working with Children Check • Current Drivers Licence • Membership of peak professional groups such as the Australian Psychological Society or the Psychotherapy and Counselling Federation of Australia • Knowledge and ability in the development and maintenance of confidential systems of record and data collection • Knowledge of NESA teaching and assessment standards as applied to NSW Schools • Knowledge of external professional networks and services for students and families, especially those in the local region • Experience working in education or a similar environment with a track record of excellence in quality output, service and an ability to handle pressure situations is required <p>Essential Criteria</p> <ul style="list-style-type: none"> • Excellent communication skills, both written and oral • Well-developed organisational skills • Ability to meet deadlines and to manage time effectively • Ability to work in a team environment • A positive attitude and calm, approachable disposition • Strong computer literacy skills, with clear knowledge of school computing software such as Microsoft software and Apple computer systems <p>Ability to:</p> <ul style="list-style-type: none"> • Multitask • Work independently and use initiative • Meet deadlines and achieve agreed results • Operate under pressure • Be innovative and creative • Maintain confidentiality and work with confidential information • Administration: <ul style="list-style-type: none"> ○ Systematically record and maintain referral minutes ○ Maintain appropriate record keeping and case notes ○ Complete assessment reports and assessment feedback in timely manner • Be involved in supporting school-wide initiatives such as excursions, sport and wellbeing programs • Follow reasonable instructions given by your supervisor or their delegate • Comply with lawful directions report concerns or problems to supervisor • Participate in any in-house training programs, as well as other job specific training that is identified as required for this job description • Participate and contribute to team meetings • Participate in workplace change where required • Comply with the School's Code of Conduct
<p>Work, Health & Safety:</p>	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy and report concerns to your supervisor • Follow defined WH&S policies and procedures of the school
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1. Provide demonstrated experience in providing counselling and psychological support to children and adolescents.</p> <p>SC2. Provide evidence of your ability to conduct psychological assessments, develop intervention plans, and implement appropriate therapeutic strategies.</p> <p>SC3. Provide your understanding of the importance of maintaining professional confidentiality and managing sensitive situations with discretion.</p>

<p>Conditions of employment</p>	<p>Award: Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 – currently under negotiation</p> <p>Work Type - Term time only Days - Monday - Friday Hours - 8.00am – 4.06pm, 38 hours per week Salary - Wellbeing, Level 2 Location - Brisbane Street Campus and William Cowper Campus</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Staff device and tech support • Professional Development tailored to your career stage • Employee Assistance Program (EAP) • Salary Packaging • Annual Flu vaccinations free and on-site • Annual renewal of First Aide free and on-site
<p>Location</p>	<p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p>

All applicants are expected to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness, Resilience.**