



STUDENT COUNSELLOR PART TIME ONGOING POSITION APPLICATION PROCESS FOR EMPLOYMENT IN 2019

Introduction

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into two sub schools: Primary (K-6) and Secondary (7-12) with a current enrolment of 700 students.

Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

The nature of the position and starting date

Applications are sought from suitably qualified and experienced counsellors to fill the part time position of **Student Counsellor**.

Successful applicants would ideally commence work on **Monday 22 July 2019 (start of Term 3)**.

Key Selection Criteria

The Student Counsellor should either possess or be capable of developing the following key skills and attributes;

- Relevant Tertiary qualifications and experience in Counselling, Social Work, or similar of young people that fosters resilience and addresses the social, emotional and educational needs of young people.
- Experience in providing support to a school or schools and their pastoral care teams in building resilience and proactive approaches to pastoral care
- Highly developed communication and interpersonal skills, including the ability to liaise effectively with a wide range of people to identify and address students' specific social, emotional, learning and behaviour needs.
- The ability to make appropriate referrals to external agencies for young people as required.
- A commitment to maintaining confidential files and ensuring high levels of discretion and confidentiality.
- The ability to provide support and guidance as appropriate to the School Executive and Critical Incident Team.
- The ability and willingness to support the school's Anglican ethos.

Application details

Your written application **must include** a covering letter, details of current and previous experience, a copy of your academic transcript and the names of three professional referees.

It would be helpful if applicants made reference to where they saw this position advertised.

If selected for interview you will be required to bring the original documents along to the interview.

Applications should be addressed as follows:

By mail (or hand delivered):

Confidential
To the Principal
Mrs Carmel Spry
Moama Anglican Grammar
PO Box 786
MOAMA NSW 2731

Or by email to:

recruitment@moamagrammar.nsw.edu.au

With the heading: ***Confidential to the Principal***

APPLICATIONS CLOSE AT 4:00PM ON FRIDAY 14 JUNE 2019.

Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child Protection legislation.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Office of the Children's Guardian.

Key Areas of Responsibility

The following Position Description is not intended to be an exhaustive summary of tasks and duties.



STUDENT COUNSELLOR - POSITION DESCRIPTION

POSITION TITLE:	Student Counsellor
WORK AREA:	Pastoral Care
SUB SCHOOL:	All
CLASSIFICATION:	Wellbeing Service Graduate Staff
EMPLOYMENT TYPE:	Part Time and Ongoing.

LEVEL OF AUTONOMY:

The Student Counsellor has day to day responsibility for the areas listed below, under the supervision of the relevant senior staff listed in this document.

REPORTS TO:

The Principal through the Head of Secondary/Head of Primary Schools.

TENURE:

An ongoing position after the successful completion of a three month probation period.

SALARY AND CONDITIONS:

Salary and conditions are determined by the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 and will be commensurate with expectations of the position and the qualifications and experience of the successful applicant.

HOURS OF WORK:

Hours of work each day will be 8.45am – 3:15pm with a 30 minute unpaid lunch break. In addition the successful applicant will be paid for an extra hour each work day which is to be utilised to undertake administrative tasks (such as case notes) which may be performed either from home or at school.

GENERAL DUTIES:

The School is seeking to appoint a Student Counsellor who would be employed during term time for three days per week as a member of the Pastoral Care team, under the direction of the Head of Secondary School. The Student Counsellor would work as part of this team of staff dedicated to supporting the learning, development, wellbeing and welfare of students in the school.

The main objective of the Pastoral Care Team is to achieve the aims expressed in the core Values of the School by providing guidance, support and encouragement to boys and girls to assist them in fulfilling their potential in accordance with the School motto, *Honoris et Excellentia (Honour and Excellence)*. This is to be fostered in a safe, supportive and nurturing environment that values respect, tolerance, diversity and integrity. In order to achieve this objective, the primary goal of Pastoral Care is to make “connections” among the members of the School community with an emphasis on student/teacher and student/student relations but also encompassing family, community and school relationships.

KEY AREAS OF RESPONSIBILITY:

DUTIES:

- Counsel students individually or in small groups as appropriate to assist them to cope with and overcome difficulties of a personal, emotional, behavioural and/or social nature.
- Observe the professional integrity of the counselling relationship at all times; and maintain appropriate records and case notes on clients, whether individual or groups, using an appropriate case management framework and system.

- Write and receive reports from other health professional and educational testing services, such as general, psychiatric and psychological practitioners, etc.
- Liaise with agencies and practitioners outside the School when appropriate.
- Adhere to ethical standards of the counselling profession, and abide by the laws, policies, and procedures that govern the School.
- Meet with the Pastoral Care team regularly to support students of concern.
- Participate in monthly Supervision sessions with a registered psychologist, as arranged by the school.
- Attend relevant in-services and conferences to update knowledge and practices and maintain professional standing.
- Provide specialist advice, training and support to teachers and Heads of School in their pastoral care role.
- Provide support and advice to the School Executive as needed.
- Develop, recommend and implement procedures and policies in the areas of student counselling, wellbeing and pastoral care in line with legislative requirements and best counselling and educational practice.
- Consult in the formulation of policies relating to wellbeing, welfare, guidance and support, for example, Loss and Grief, Critical Incident Response, Bullying, Mandatory Reporting, Alcohol and Drug Education.
- Be involved in critical incident response and critical incident debriefing and counselling at both a personal and a community level, co-ordinating the help of other skilled personnel where needed.
- Conduct protective behaviour training, where necessary, for any groups of students on tours or camps.
- Help to evaluate and maintain current resources to do with health and well-being.
- In negotiation with the Principal, be available to be on duty after school hours for tasks as requested.
- Assist in the delivery of the Pastoral Care program to promote social and emotional well-being.
- Report to the Principal and/or Head of Secondary School on matters relating to students at risk.
- Assist the School Executive to provide wellbeing support to staff as required and/or until outside agency support can be arranged.
- Assist with the development of support plans for individual students
- Other duties as required.

Carmel Spry
Principal
 May 2019