



# School Counsellor | Position Description

**Reporting to:** Deputy Head of School

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the School's objectives.

## Why your role matters:

This position has primary responsibility for supporting the educational needs, learning, development, welfare and wellbeing of students from Prep to Year 12 at Ascham. It has the potential to positively affect the entire community, including the 130 Boarders who resident on campus throughout the term. This will be achieved by contributing psychological expertise to the preparation of Student Management Plans and Independent Learning Plans, whilst liaising with the Director of Studies, Head of Boarding and Year Coordinators.

## Duties and Responsibilities:

### Counselling

- Provide individual and group counselling for students Years P-12 who are experiencing academic, social, emotional and/or behavioural difficulties.
- Liaise with outside agencies and professionals and refer when problems require more specialist or intensive assistance than can be provided in the context of a school, e.g. family therapy, long-term counselling, psychiatric care, and physio/occupational/speech therapy.
- Promote the psychological wellbeing of all students and liaise closely and consult with staff regarding the management of individual and group issues.
- Liaison and consultation with members of Learning Enhancement staff, the Director of Studies and Boarding Staff regarding management plans for identified learning support students.
- At the beginning of each year facilitate transition between different sections of the School through the preparation/dissemination of confidential information for pastoral teams.
- Specialised management intervention for critical incidents.

### Student Wellbeing

- Assist with the implementation of the Visible Wellbeing Framework in the Student Wellbeing Sphere.
- In consultation with the Deputy Head of School and the Head of Junior School, take an active role in the facilitation and application of the principals of Visible Wellbeing into the policies and practices related to student wellbeing.
- Promotes mental health awareness as well as developing and implementing mental health programs.
- Lead the development and review of a Wellbeing program for students Prep to Year 12 including researching, sourcing and implementing training programs for staff and students.
- Be up to date with the latest research and recommendations in relation to adolescent girls and their Wellbeing needs.
- In partnership with other pastoral providers, be responsive to emergent issues with individuals or groups of boarders, as they arise.
- Undertake behaviour management investigations and make recommendations regarding processes.
- Liaise with Year Coordinators, relevant teaching staff and the Head of Boarding to support individual students.

- Ensure that student wellbeing is a priority in the context of academic, co-curricular, boarding and community service demands.
- Work collaboratively with all teaching, boarding and co-curricular staff members to embed practices that actively support student wellbeing.
- Provide Professional Learning for staff on student care issues.
- Provide Parent Education Programs as required.

### Risk Management

- Report on any matters relating to Child Protection and student wellbeing, ensuring that mandatory reporting requirements are followed.
- Assist with the development and maintenance of the school's Critical Incident Management Plan.
- Respond to and undertake critical incident duties and provide support services as required.
- Use professional judgement to solve problems or escalate issues when there are no clear methods or procedures in place for doing so.
- Deliver specific objectives as agreed with the Deputy Head and Head of Junior School to achieve the values, goals and strategies of the School.
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.

### Essential Criteria?

- Tertiary qualifications in Psychology or counselling.
- Professional Psychologist Registration with the Australian Health Practitioners Regulation Agency (AHPRA) or counselling equivalent.
- Eligibility for registration with Australian Psychological Society (APS) and other relevant professional bodies.
- Previous experience working in school and boarding environments is highly desirable.
- An overriding commitment to, and high aspirations for, student learning and holistic wellbeing.
- Ability to effectively work both independently and within a team, to ensure shared understanding of issues.
- Ability to innovate, develop and implement programs which meet students' needs.
- Commitment to maintaining a safe, stimulating and challenging learning environment.
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds.
- Support for the school's aims and philosophies, policies and procedures.
- Ability to work effectively with highly sensitive and confidential matters.
- A proven capacity to develop trust with students, parents and staff and guide the development and wellbeing of students.
- Excellent interpersonal, communication and facilitation skills, including the ability to liaise and provide advice regarding student wellbeing to all levels of the School and to parents, guardians and wellbeing service providers.
- A current First Aid and CPR certificate.
- A valid Working with Children clearance.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_