



DUTY STATEMENT

College Counsellor

Date:	July 2021 (immediate start to be negotiated)
Time:	Full-time
Status:	Ongoing
Department:	Secondary

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school with over 1600 students from Kindergarten to Year 12. Mercy College was established by the Sisters of Mercy in 1972 and is located on a spacious 10-hectare site. The College provides modern facilities, generous playing fields and open, well-kept grounds. This adds to the College's mission of providing an environment that is safe, nurturing and caring for our culturally diverse student population.

The education, growth and pastoral care of students is the responsibility of all staff at the College. However, the College Counsellor plays a vital role in ensuring that all students have every opportunity to experience an education that aligns with the vision statement of the College.

The College Counsellor is a crucial role within Mercy College. The successful applicant will be expected to be responsible for the support, guidance and progress of all of the College's pastoral care and wellbeing programs. As such, the position involves an important staff mentoring and supervisory role.

The College Counsellor will also be an important player in shaping the culture and strategic direction of the College and in establishing and maintaining strong lines of communication between students, school and families, and guiding all educators to meet the needs of the young people in their care.

LINE MANAGEMENT:

Working under the direction of the Principal (via the Deputy Principals).

DUTIES AND RESPONSIBILITIES:

Catholic Identity

- Support and provide modelling of the College's Mission and Vision;
- Provide pastoral care to students inspired by Gospel values;
- Bear witness to the Catholic faith in an overt and knowledgeable manner;
- Provide appropriate pastoral and faith experiences;
- Seek faith and liturgical opportunities to deepen their personal relationship with God.

Education

- Contribute in an effective manner to Head of Year meetings and other relevant middle and senior leadership meetings as required;
- Organise and plan significant year level activities in collaboration with the Head of Year;
- Oversee the introduction of sessions which promote mental health and wellbeing e.g. managing stress at exam times, girls' talk and boys' talk, healthy lifestyles;
- Consult with staff regarding the management of students who exhibit behavioural problems or learning difficulties;
- Counsel students with regard to academic, personal or social problems;
- Assist in introducing programs of 'restorative justice' e.g. restorative practice method when dealing with bullying incidences;
- Liaise closely with Deputy Principals and Heads of Year, in monitoring, advising and supporting students in their personal development;
- Liaise between the school and other agencies to provide services to promote the students' wellbeing and education;
- Act as a consultant and resource person in personal and social developmental programs;
- Work with the Deputy Principals, Heads of Year, Ministry and Primary staff (and others) to develop policies and practices that support the mental health of students.

Community

- Immediately inform the Deputy Principals, regarding matters of concern involving child protection or reportable incidents;
- Support parents in their role as the primary educators and care-givers to their children;
- Oversee the introduction of sessions for parents which promote positive relationships;
- Oversee the introduction of sessions for staff which promote positive relationships;
- Oversee the delivery of appropriate advice, guidance and support by the counselling and wellbeing team;
- Establish procedures that facilitate the communication about student concerns to all staff working with these students and to students' parents;
- Promote activities and strategies which encourage positive relationships;
- Identify, assist and/or refer students at academic and/or pastoral care risk.

Stewardship

- Assist with the organisation and facilitation of the various meetings of parents, teachers, students as required;
- Consult with the Principal/Deputy Principals/Heads of Year with regard to the suspension, exclusion, and/or re-enrolment of students;
- Attend Head of Year Meetings and other meetings as required;
- Lead Staff Professional Learning, as required.

General

- Actively support the major events of the College;
 - Carry out other duties as assigned by the Principal;
 - Collaborate effectively with School Nurses under the leadership of the Deputy Principals.
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KNOWLEDGE, SKILLS AND EXPERIENCE / QUALIFICATIONS AND COMPETENCIES:

- An ability to mentor, work with and empower young people;
 - Appropriate qualifications in social work or counselling;
 - Counselling/social work experience in a school setting (primary and/or secondary);
 - High order organisational and collaborative abilities;
 - Excellent written and oral communication skills; superb interpersonal skills;
 - The ability to work with a variety of students and their families (many from a non-English speaking background) in a cohesive, respectful manner;
 - Member of an appropriate professional association;
 - Demonstrates active Christian witness to Catholic beliefs;
 - Have completed or have made progress towards completing Accreditation to Work in a Catholic School;
 - Must hold a current 'Working with Children' card;
 - Treat all information of the College in a confidential manner;
 - Develop relationships with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
 - Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.
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SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA).
 - Salary Schedule: Social Workers, Step 1 – Step 6
 - Days and Hours of work are Monday to Friday, 8.00am to 4.00pm;
 - Working 40 weeks (term time only);
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