



Pittwater House

POSITION DESCRIPTION

TITLE:	School Counsellor Part Time (0.4 Load)
REPORTS TO:	Principal Deputy Principal and Heads of School
LIAISON WITH:	1. Deputy Principal 2. Head of School 3. Other Pittwater House Counsellors 4. Well-being Coordinators 5. Coordinator of Student Enrichment 6. School nursing staff
HOURS:	8am - 4pm

PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

POSITION OVERVIEW:

The School Counsellors have as their primary focus:

- Counselling and depending on qualifications and experience, may include educational testing and/or group therapy
- Work co-operatively with the whole school community to create a safe and supportive learning environment demonstrating a clear understanding of the link between pastoral care, student wellbeing and learning.



Pittwater House

Essential Criteria

- Demonstrated knowledge and experience in working with adolescents in a Counselling role
- High level of interpersonal and communication skills
- Appropriate qualification in Psychology, Counselling, Social Work or Family Therapy
- Demonstrated ability to work as part of a team
- Experience in either a primary or secondary educational setting.

Personal Requirements/Competencies

- Suitable Counselling/Psychology qualifications
- Experience working with children
- A demonstrated understanding of child safety
- A current NSW working with children check
- An understanding of the mandatory reporting responsibilities related to child protection

Specific Responsibilities

Counselling

- Identifying, advising and providing counselling to students from Kindergarten to Year 12 on issues affecting their wellbeing; students may be self-referred, teacher-referred, or parent-referred
- Conducting individual and group counselling sessions upon request or referral
- Providing students with appropriate information and resources based on their presenting issues
- Referring cases beyond the expertise and resources of the School staff to appropriate outside agencies and therapists
- Being available to the Executive Team in supporting specific issues and strategies, including the response to critical incidents
- Carrying out appropriate strategies as appropriate and required
- Developing and maintaining confidential and accurate records to support interventions and initiatives.

Resource and program development for students, families and staff

- Work with the existing Counsellors and Heads of School to develop positive school programs to foster the well-being of all students
- Liaising with School Nurses to ensure a coordinated approach to student care
- Provide resources and consultancy to staff to assist them in their pastoral role in particular on the needs of individual students within the confines of confidentiality
- Provide professional development to staff on relevant issues



Pittwater House

- Being alert to emerging needs and trends within the school community and suggesting appropriate strategies to address same
- Provide support, information and resources to parents with concerns about their children's' well-being, including information regarding outside agencies and facilitate referrals where appropriate
- Being involved in Parent Information Evenings as required.

Other

- Depending on qualifications, the School Counsellor's work may also extend into educational testing and associated submission writing or other counselling-related areas such as family support and group activities
- Such other duties as may be required from time to time.

Performance:

There will be a review of the role at the end of the initial term of employment where the incumbent meets with the Executive team.

7 November 2019