



**Pittwater House**

## POSITION DESCRIPTION

TITLE:	School Counsellor Full Time or Part Time
REPORTS TO:	Principal via the Deputy Principal Coordinator of Counselling and Student Health
LIAISON WITH:	1. Deputy Principal 2. Heads of School 3. Wellbeing, Stage or Year Coordinators 4. Coordinator of Diverse Learning 5. School nursing staff 6. Parents/Guardians
HOURS:	8am - 4pm

### **Philosophy**

The care of and interest in the individual student is one of the most important aspects 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.

### **Child Protection**

Pittwater House is a child safe environment. The safety, protection and wellbeing of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the National Principals for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or via request.



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## **POSITION OVERVIEW:**

The School Counsellors have as their primary focus:

- Individual or group-based counselling, and depending on qualifications and experience, the administration of screening tools and mental health assessment.
- 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.

## **Essential Criteria**

- Appropriate qualification in Psychology, Counselling, or Social Work
- Demonstrated knowledge and experience in working with children and young people in a counselling role
- High level of interpersonal and communication skills
- Demonstrated ability to work independently and as part of a team
- Strong understanding of the legislative requirements of Mandatory Reporting and the ChildSafe Standards
- A current NSW Working with Children Check
- A current First Aid Certificate
- Experience in either a primary or secondary educational setting is desirable.

## **Specific Responsibilities**

### **Counselling**

- Identifying, advising and providing counselling and consultancy services to students from Pre-Kindergarten to Year 12 on issues affecting their wellbeing and engagement at school
- Conducting individual or group counselling sessions upon request or referral
- Providing students or parents/guardians with appropriate information and resources based on the presenting issue
- Referring cases to appropriate external agencies and services as appropriate
- Being available to the Executive Team in supporting specific issues and strategies, including the response to critical incidents
- Developing and maintaining confidential and accurate records to support interventions and initiatives.

### **Resource and program development for students, families and staff**

- Work with Heads of School and Pastoral Team to develop positive school programs to foster the wellbeing of all students
- Liaising with Pastoral staff to ensure a coordinated approach to student care
- Provide resources and consultancy services to staff to assist them in their role of supporting the individual needs of students
- Provide professional development to staff on relevant issues
- Being alert to emerging needs and trends within the school and the community at large and suggesting appropriate responses
- Provide support, information, and resources to parents/guardians about their child's wellbeing



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- Facilitating external referrals where appropriate
- Being involved in Parent Information Evenings as required.

### **Other**

- The role may also extend into submission writing, policy development, or other counselling-related areas
- Such other duties may be required from time to time.

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

This role will be further developed to utilise the individual strengths and initiatives of the incumbent.

There will be a review of the role on an annual basis.