

## POSITION DESCRIPTION

	Effective Date:	July 2025
POSITION TITLE:	Counsellor – LSL Term 3 2025	
REPORTS TO:	Head Psychologist	
EXPERIENCE AND QUALIFICATIONS:	<div><div>1. Job Specific</div><div>Relevant professional expertise, including:</div><div><div>Fully registered by the Australian Health Practitioner Regulation Agency (AHPRA)</div><div>Registered by the Independent School Counsellors Association (ISCA)</div><div>Bachelor of Social Work with a Mental Health accreditation.</div><div>Exemplary counselling experience</div><div>Hold or be able to hold a Working with Children Check and have up-to-date police clearance.</div></div><div>2. Management and Leadership</div><div>Self-Leadership, management and organisational skills, including:</div><div><div>Proven ability to navigate and manage change through conflict to resolution, preferably within an educational context.</div><div>Demonstrated flexible approach to the role and the ability to multi-task and problem-solve in a dynamic, fast-paced environment.</div><div>Demonstrated effectiveness in managing and meeting critical deadlines.</div><div>Understanding of risk, risk mitigation and compliance.</div><div>Strong sense of self-awareness and the ability to use it to lead by example.</div></div><div>1. Communication and Interpersonal</div><div>Good communication skills (written, verbal and interpersonal including a demonstrated ability to:</div><div><div>Proven track record of working collaboratively within a team.</div><div>Excellent oral and written communication skills.</div><div>Ability to model optimism and a growth mindset.</div><div>Exemplary counselling experience, especially the ability to build rapport and maintain confidentiality of information</div><div>Highly developed interpersonal skills with the ability to develop positive relationships with parents, students and staff.</div><div>Supportive of Perth College’s Anglican heritage and a willingness to be part of the whole life of the School.</div></div></div>	
POSITION PURPOSE:		
<p>Perth College recognises the importance of holistic education and provides an exceptional pastoral care program. The Counsellor’s primary role is to provide counselling and psychological services to students within the school and to work with other staff in supporting students and families; to facilitate access and participation to educational programs in order to maximise educational outcomes for students; and to utilise counselling and psychological expertise in education and learning to build the capacity of the School community to support this same outcome.</p> <p>This role is an integral part of our highly qualified Wellbeing Leadership Team. Working collaboratively within the respective Junior School and Senior School multidisciplinary team, the Counsellor strives to best meet our students’ needs and foster a culture of teamwork amongst colleagues from Pre-Kindergarten to Year 12.</p>		
SERVICES PROVIDED BY THE SCHOOL PSYCHOLOGIST		
<p>Services are provided in the areas of, but not limited to:</p> <div><div>➤ Referring students to suitable outside agencies.</div><div>➤ Providing consultative advice to assist teachers and parents to recognise and respond to youth mental health appropriately. Developing student mental health and wellbeing support plans.</div><div>➤ Initiating, reviewing and updating policy and procedures as required in their area(s) of expertise.</div></div>		

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- Communicating and planning evidence-based interventions with school staff and parents/guardians and referring parents and students to outside professionals or agencies as needed.

#### **SKILLS AND ATTRIBUTES:**

- Empathetic and able to offer educational and pastoral counselling to students.
- Highly proficient in administering educational testing that contributes to understanding, decision-making, and student supports and adjustments.
- Ability to work in a team and communicate complex concepts.
- Capacity to liaise with and work effectively with staff and the broader community.
- Demonstrated application of specialist knowledge and skills, together with leadership in the development of programs and interventions.
- Demonstrated care and concern for the spiritual, emotional, social and academic wellbeing of students.
- Support the School's aims and Christian ethos.

#### **KEY RESPONSIBILITIES:**

- The Counsellor provides specialist support to students and staff in the areas of student learning, behaviour management, mental health and wellbeing across Pre-Kindergarten to Year 12.
- Develop and implement effective wellbeing and academic services and programs to address student and School needs. Communicate results from assessments and recommendation of interventions to parents.
- Prepare and undertake referrals to external clinicians or agencies. Work collaboratively with the Learning Engagement Team and relevant staff to identify and monitor key learning difficulties and/or strengths of students.
- Communicate students' particular needs by writing reports and/or summarising information in external reports to relevant staff members or external professionals.
- Develop links with relevant community agencies and act as a liaison between parents, staff and appropriate outside agencies, as needed.
- Support the relevant Wellbeing Team in the development and delivering of the pastoral care program to meet the specific needs of each year group and each individual student.
- Be actively involved in the transition of new students into the School, working collaboratively with relevant staff.
- Be proactively involved with the School's Wellbeing programs and present workshops when appropriate.
- Provide direct advice to the Head Psychologist in assessing and responding to complex issues and/or situations, including emergency and critical incident management.
- Maintain record keeping, communication and a confidential storage system for counselling cases per professional and legislative requirements.
- Be an active member of the Wellbeing Team within the Junior School and Senior School, and keep the relevant team and the Principal up to date on new initiatives in the field of educational psychology.
- Communicate concerns and proactively advise appropriate and relevant staff.
- Undertake regular Professional Learning to ensure they maintain membership of their professional registration body and to keep up to date on new psychological research and any current legislation applicable to their professional role.
- Participate in the life of the School, working with students, staff and parents in a range of areas such as camps, leadership training, *InsideOut* program etc.
- Attend to other duties as required by the Head Psychologist/Director of Wellbeing and Principal.

#### **CO-CURRICULAR:**

- Promote, participate in and assist with the co-curricular programs of the School, interacting with students in activities outside the set daily timetable.
- Support School activities through attendance at various co-curricular and social functions, including compulsory events as prescribed by the Principal.

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**Hours of Work**

This is a full-time position.

We are open to considering candidates who are seeking part-time or full-time employment.

This role is required for Term 3 2025 to cover Long Service Leave