



# LOURDES HILL COLLEGE

A School of *Good Samaritan Education*

## SENIOR COLLEGE COUNSELLOR

### ROLE STATEMENT

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

The Senior College Counsellor at Lourdes Hill College is responsible for supporting and enhancing the social and emotional wellbeing of students. The Senior College Counsellor manages and leads the College Counselling Staff (CCS) in the provision of comprehensive services working in both a proactive and responsive ways to address student related issues. This role acts as a resource for the College community (students, parents and staff) to bring best practice ideas pertaining to the personal, academic, social and spiritual to life proactively in a collaborative manner across the College.

### KEY DUTIES & RESPONSIBILITIES

The Senior College Counsellor leads the LHC Counselling team and is responsible for the following **duties**:

#### Student Support and Counselling

- Provide counselling services within the framework of the Good Samaritan Catholic tradition of the College
- Provide counselling and support to individual students and small groups on a range of social and emotional issues
- Conduct assessments to identify students' needs and create personalised support plans
- be available/on standby for the possible re-emergence of particular social/emotional issues during term / school holidays
- Assist with the At Risk, Student Protection and student issues as per College processes and expectations

#### Program/Resource Development and Implementation

- Develop, maintain and implement College counselling resources
- Develop and participate in resource sessions at House/Year level meetings or activities which address issues common to particular developmental stages
- Participate and prepare resources for pre-briefing and debriefing of students involved in outreach and international programs
- Develop and present parent information evenings in relation to particular stages of a students development
- Prepare and conduct professional development activities for Staff
- Promote the role of the counsellor to students in a positive light through contribution to and participation in College activities
- Contribute to the College Social media and newsletter processes



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## **Record Keeping and Compliance**

- Report to relevant Government Departments as required
- Maintain accurate and up-to-date records of counselling sessions, assessments, and interventions.
- Prepare reports and documentation as required by the school administration.
- Continuously improve the record keepings systems at the College to ensure best practice
- collaborates with the Principal, leadership and pastoral team to ensure compliance with procedures relating to Child Safety

## **Collaboration and Consultation**

- Work closely with teachers, parents and administration to support student's overall development
- Participate in the College at risk meeting process, house pastoral leader meetings, NCCD and AARA meetings
- Participate in middle leader meetings and professional development
- assisting in monitoring the needs of incoming students through enrolment form information, liaison with primary schools and Year 7 testing
- participating in Head of Faculty meetings as appropriate
- Liaise with Leadership Team, in particular Dean of Wellbeing to promote the welfare of students
- Work collaboratively with the Psychologist responsible for educational and psychometric testing to ensure the best learning outcomes for students with emotional/social needs
- Liaise with outside agencies and professionals where appropriate to coordinate best practice wrap-around care, with a particular focus on Counsellors within Catholic Schools
- Develop collaborative structures and partnerships within the College community and out into the wider community

## **Leads and Managers CCS Team**

- Induct, coach and mentor CCS team members in all aspects of College life and associated processes
- Observe CCS practices to assist in successful induction into the profession and College life
- Develops and communicates a clear vision for CCS to all members of the College Community
- Oversee the quality of service and practice of CCS
- Engage in professional discourse with CCS on an individual and team basis through regular meetings
- Conduct performance and development reviews of CCS team members
- Delegate and oversee the work assigned to the CCS

## **Strategic Plan**

- Support the implementation of the College Strategic Plan

**The Senior College Counsellor will also undertake any other duties that emerge/are directed by the Principal that pertain to the role.**



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## SKILLS AND ATTRIBUTES

The Senior College Counsellor is required to demonstrate competency involving the following skills and abilities:

- Be fully supportive of the objectives and ethos of Catholic education
- Demonstrates respect and professionalism in all interactions with students, colleagues, parents/carers and the community including a capacity to resolve conflicts and negotiate with others
- Hold outstanding administration, organisational and time management skills with an ability to prioritise task, meet prescribed deadlines and concurrently manage a number of competing tasks
- Hold outstanding interpersonal and communication skills with demonstrated ability to build rapport and interact effectively at all levels of an organisation
- Exercise confidentiality, discretion and sound judgement at all times
- Be a solutions-orientated person with an ability and desire to identify and bring about improvement
- Be capable of self-direction and hold a high level of initiative
- Excellent verbal and written communication skills
- Advanced computer skills and literacy. Experience with TASS database may be advantageous

## QUALIFICATIONS

- Must have registration with AHPRA as a psychologist
- Clinical Psychology endorsement or working towards this is preferred
- Ideally more than 5 years' experience in a clinical or counselling role working with children, adolescents and families
- Demonstrated capacity to work collaboratively within the school setting and with external agencies and providers including CYMHS, DoCHS and private allied health professionals
- Education qualifications highly desirable
- Prior experience leading a team is essential

## REPORTING RELATIONSHIP

The position holder reports to the Deputy Principal who oversees students / wellbeing