School Counsellor – Full time

PURPOSE OF POSITION
The role of the School Counsellor is an integral part of the Pastoral Care system at Loreto Normanhurst. The School Counsellor co-ordinates the counselling team in providing support to both Day and Boarding students, their parents and staff. They work collaboratively with the Pastoral and Boarding staff to promote the social and emotional wellbeing of all students.

QUALIFICATIONS/ EXPERIENCE
It is an essential requirement that the incumbent is a qualified Psychologist and has experience working with students from Years 5 -12, preferably in a school environment.

ORGANISATIONAL RELATIONSHIPS
The full time School Counsellor reports to the Director of Pastoral Care and is a member of the Pastoral and Health and Wellness Centre teams.

KEY RESPONSIBILITIES
• To provide direct counselling to individuals or small groups of students who may be experiencing difficulties within personal aspects of their lives, which is compromising their social and emotional wellbeing. Students include primary school Yrs. 5 and 6 (Day girls only) and Yrs. 7 – 12 (both day and boarding students.)
• To collaborate in the development and delivery of preventative programs throughout the school (Years 5 – 12) with a view to enhance the positive mental health and well-being of students, staff and parents.
• To consult with parents and staff with regard to any student about whom there may be concerns and to participate in the development and implementation of appropriate pastoral supports and care plans for these students.
• To act as a point of contact between the school and the student's family, as well as external practitioners when appropriate, to increase awareness of the student's needs
• To network and liaise with community agencies in relation to students who require referral for specialized support outside of the school;
• To act as case manager (when deemed appropriate) for students with complex pastoral needs, or to provide support and guidance to the appointed case manager. This includes the regular monitoring and review of the pastoral support in place and the needs of the student and their family.
• To assist with the development of the school's Critical Incident policy; as well as pastoral procedures and protocols when responding to acute presentations of students experiencing mental health issues both in the Day and Boarding school.
• To participate in retreats, camps, parent teacher events, meetings etc. where deemed appropriate
• To identify and participate in training programs / professional development that will enhance and improve knowledge and skills within the counselling team

ALL EMPLOYEES
• Promotion of a positive safety culture in the school and compliance with the school's OHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
• All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the school. This includes a commitment to the school's mission statement and Loreto values.

February 2016