

ROLE DESCRIPTION

School Counsellor – Psychologist

PURPOSE OF POSITION

The role of the School Counsellor – Psychologist leads the Counselling Team in providing counselling services, support and education to enhance the social, emotional and educational needs of students, as well as providing information to support families and staff.

ORGANISATIONAL RELATIONSHIPS

The School Counsellor - Psychologist reports to the Director of Pastoral Care and is a member of the Pastoral and the Mary Ward Health and Wellness Centre Teams. The School Counsellor-Psychologist coordinates the counselling team in providing support to all students, their parents and staff.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS

- Current registration as a Psychologist with AHPRA and eligibility for membership with Psychology Board of Australia.
- Have a clear understanding of, and model the Code of Ethics as outlined in the Australian Psychological Society (APS) and the Australian Psychologists and Counsellors in Schools Association (APACS)
- The ability to work with students from Years 5 -12
- Willingness to support the values and ethos of the school
- Flexibility and commitment to the provision of a high standard of professional care
- Ability to lead and work effectively in team
- Ability to work proactively in the development of wellbeing programs for students
- Well-developed communication and interpersonal skill to enable case management and consolation
- Demonstrated professionalism and discretion at all times in relation to confidential matters.

KEY RESPONSIBILITIES

- To provide clinical guidance and leadership to the Counselling Team
- To provide direct counselling and psychological support to individual children and adolescents or small groups of students.
- To collaborate in the development, delivery and evaluation of preventative programs throughout the school
- 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 while at school
- 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 supports 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 engage in regular supervision (supplied by the school) and ongoing professional development that will enhance and improve knowledge and skills within the counselling team.
- To maintain confidential client and statistical records.
- To attend regular meetings with key members of staff and the Pastoral Team.
- Managing the counselling budget
- Other duties as required.

ALL EMPLOYEES

- Promotion of a positive safety culture in the school and compliance with the school's WHS 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 2019

