



Saint Ignatius' College, Riverview

Position Description

College Counsellor

The Role

The College Counsellor is inspired at all times by the highest Ignatian ideals of AMDG, 'For God's Greater Glory'. Within this context lies the Ignatian concept of Companionship and Collegiality. This relationship was modelled by Ignatius' and his early companions and strives to uphold the virtues of being people for and with others.

1. **Role purpose:** As an integral part of the College's Pastoral Care Team, the College Counsellor acts as a resource for students in Years 5-12.
2. **Responsible to:** The College Counsellor reports to the Senior College Counsellor and liaises closely with the Director of Students and the Principal.
3. **Principle relationships:** The College Counsellor assists the House, Homeroom, Boarding and Pastoral systems within the College, liaising closely with Heads of House, Homeroom Teachers, Boarding Masters and the College Chaplains, in their identification of and support of students who require specialised assistance.
4. **Role accountabilities:** The role of College Counsellor has four main components:
 - 4.1 **Identification**
 - Working closely with Heads of House, Homeroom Teachers, Boarding Masters, and the College Chaplains, to identify students who may be need assistance and to develop appropriate interventions for such students.
 - Identifying and encouraging students who are uninvolved in mainstream school life.
 - Psycho-educational assessment.
 - Behavioural emotional assessment.
 - 4.2 **Assistance**
 - Individual counselling of students.
 - Assistance to and counselling of parents with regard to their children.
 - Provision of written reports to parents, students, and teachers.
 - Assistance with the development and implementation of student welfare programs.
 - Available for consultations with staff of the College.
 - Ability to conduct group programs across year groups.
 - 4.3 **Referral**

Ongoing referrals to outside agencies that can provide relevant support e.g. Adolescent Clinics, Hospitals, Psychiatrists, Clinical Psychologists, Paediatricians, Community Health Centres, DOCS.

4.4 Ongoing Student Support

- Establishment and maintenance of a system of follow-up of students.
- Maintenance of case records.
- Involvement in student welfare network.

- 5. Other duties:** Other Duties to be performed by the College Counsellor include:
- Participation in Team Meeting such as Counsellor meetings as well as regular meetings with the Director of Students.
 - Participation in committees e.g. Critical Incidents Committee.
 - Liaison with the School Leadership Team.
 - Liaison with Health Centre Staff.
 - Liaison with the Centre for Learning Enrichment regarding students with special needs.
 - Knowledge of government legislation relating to Child Protection and timely advice on such matters to School Leadership Team.
 - Possible 'after hours' counselling of boarding students.
 - Participation in regular supervision with a suitable qualified person.
 - Mandatory reporting to the Principal
- 6. Personal attributes:** The College Counsellor should ideally possess the following attributes:
- Outstanding communication, especially with adolescent boys
 - Sensitivity and empathy
 - High ethical standards
 - Self motivation
 - Encouragement and support for students and families in need
 - Calmness and confidence
 - Discreetness and confidentiality
 - Professionally dedicated
 - Ability to engender trust
- 7. Essential qualifications:**
- 3.1 The College Counsellor must be a Registered Psychologist with AHPRA and a member, or eligible to be a member of the APS.
- 3.2 Formal qualifications must include psychology and counselling.
- 8. Other skills:**
- 4.1 The College Counsellor will be familiar with psychological and education assessment tools such as the WISC IV and other measures of cognitive ability.
- 4.2 They will also have experience in an educational context and have experience or an interest in boy's education.
- 9. Appraisal / Review conditions:** The appointee to this position will be required to participate in the annual Individual Review and Development System in consultation with the Director of Students.
- 10. Teaching requirements:** The College Counsellor does not have a teaching load.
- 11. Terms of employment:** This is an ongoing, part-time position (3 days per week) that reports to the Senior College Counsellor and liaises closely with the Director of Students and the Principal.