



Mount Alvernia College

POSITION TITLE: GUIDANCE COUNSELLOR/SOCIAL WORKER/PSYCHOLOGIST

ROLE STATEMENT

Together with the College Leadership Team and Extended Leadership Team, our College Counsellors work together to drive the imperatives of our College Strategic Plan within our Franciscan tradition. In doing so, the Counsellor/Social Worker/Psychologist intrinsically understands, supports, and oversees the educational wellbeing of all students at our College. Educational Wellbeing at Mount Alvernia College recognises the intrinsic link that exists between wellbeing and learning for all students. Educational Wellbeing accepts that exceptional student care will only be possible when the best elements of pastoral support and academic challenge interconnect.

This is realised when:

- there is a deep knowledge of the students in our care: “every student is known, valued and respected”, such that they feel a sense of belonging and purpose
- explicit wellbeing and faith-based programs connect to student learning opportunities to develop spirituality, purpose, meaning, mastery and a sense of accomplishment that is available to all
- strategies which cultivate learner agency, self-efficacy and self-regulation are explicit, such that students understand ‘how to learn’, know their next learning steps and have the tools to build confidence, courage, self-belief and to manage new learnings
- excellence, effort and improvement are acknowledged and celebrated

At Mount Alvernia College, **educational wellbeing** is realised through an environment of high support and high challenge.

CAPABILITIES:

- Highly developed professionalism including good communication skills, presentation skills, emotional intelligence, collegiality, initiative, patience, problem-solving, conflict resolution, professional discretion.
- Excellent teamwork
- A capacity to work within the complexities and context of a secondary school environment, including high levels of personal and professional resilience
- An ability to work with ambiguity and the need to adapt to a changing environment



- An ability to accept and respond to relevant and appropriate feedback in the spirit of ongoing professionalism and improvement.
- An ability to build rapport with students, staff and parents.
- Unwavering commitment to student safeguarding.

KEY RESPONSIBILITIES:

The Guidance Counsellor of Mount Alvernia College is responsible for supporting and enhancing the social and emotional wellbeing of students. The Guidance Counsellor provides a comprehensive service by working in both a proactive and responsive way to address student- related issues in close collaboration and teamwork within the College community.

Client Contact

- Conduct individual sessions with students on a range of social/emotional issues, including managing anxiety & stress, family conflict, identity and social difficulties. The Guidance Counsellor/Social Worker/Psychologist will be guided by evidence-based practice.
- Case manage high intensity students who require a coordinated approach to ensure maximised educational wellbeing.
- Provide and support proactive and preventative services and initiatives, including facilitating small group programs, attending camps and reflection days.
- Assist with students who are transitioning from other schools or particular contexts.

Collaboration with school staff and the school community

- Liaise and support teachers with student-related issues, including student behaviour, modifications and adjustments for social/emotional development and psychoeducation on relevant social/emotional topics
- Liaise with and support Heads of House and Homeroom Mentor Teachers with student-related issues requiring an appropriate therapeutic response or intervention.
- In collaboration with the Deputy Principal – Student Development and Wellbeing develop and deliver staff professional learning and parent information sessions.
- Collaborate with the Head of Learning Enhancement and Support to support students with specific needs.
- Work with key members of staff to complete relevant documentation in relation to AARA applications.
- Liaise and support parents with student-related concerns.
- Liaise with outside agencies and professionals as appropriate including other College Counsellors.
- Devise student safety plans in conjunction with the relevant allied health professionals as required.



- Act as Student Protection Officer for the College alongside the Deputy Principal – Student Development and Wellbeing and the Principal.
- Attend relevant College based activities as required and by negotiation; Reflection Days, some Staff Meetings.

Administrative Leadership

- Confidential Record keeping (case notes, managing files)
- Updating Individual Student Plans (ISPs) for verified students
- Review, develop and write relevant policies, including Student Protection, Bullying, Critical Incident Management Policy and Plan.
- Present to the College Board as required.
- Provide reports as required in relation to tracking the number of and nature of student referrals.
- Contribution to fortnightly newsletter as required.

Professional practice and supervision

- Attend regular professional supervision – supported and financed by the College.
- Attend relevant professional development - supported and financed by the College.

Compliance & Risk

- Ensure that sensitive student information and data is managed appropriately and sensitively.
- Ensure that sensitive documents, emails and electronic files are shared and stored appropriately and in keeping with College protocols
- Follow all workplace health and safety protocols in keeping with College procedures.
- Assist in the completion of incident reports through Complispace.
- Undertake any additional duties as required by the Principal or her delegate.

KEY STAKEHOLDERS

- Students/Parents
- Heads of House
- Deans of Senior and Middle Years
- Head of Learning Enhancement and Support
- College Leadership Team



QUALIFICATIONS AND AFFILIATIONS:

- The successful applicant must hold a tertiary degree qualification from an accredited tertiary institution Psychology and registration as a Psychologist with the Psychology Board of Australia (AHPRA) is a requirement for this role. While not mandatory, possession of post-graduate qualifications (e.g. Masters Degree, DPsych, PhD) from a relevant accredited psychology training program or equivalent would be well regarded.

AND/OR;

- The successful applicant must hold a tertiary degree qualification from an accredited tertiary institution in Social Work, as well as eligibility for full membership to the Australia Association of Social work (AASW). Overseas qualified Social Work candidates require a “certification of eligibility” letter from the AASW to confirm their eligibility for membership to AASW.
- Previous experience in an educational setting is preferred but not essential.

REPORTING RELATIONSHIP

The counsellor reports to the College Principal through the Deputy Principal – Student Development and Wellbeing.

HOURS

Full Time

Monday – Friday, 8am – 4pm

Feedback and Review

From 2023, a review meeting will be required annually, undertaken by your line manager.

The **College Counsellor/ Social Worker / Psychologist** is remunerated in accordance with the RI/PJP Catholic Employing Authorities Single Enterprise Collective Agreement, Religious Institute Schools Queensland 2019 – 2023.

