



St Bede's
College

Role Description

Counsellor Mentone Campus

85 Years of Educational Excellence

St Bede's College is an inclusive and independent community of globally aware, positive contributors to the world around us. It's our mission to teach students from diverse backgrounds to live 'by right paths' to become confident, caring, socially just and resilient individuals.

We are a Lasallian values-driven, Catholic Secondary school that is proud to nurture and develop young people as 'whole beings' in an innovative and dynamic learning environment. It's this that provides our students with the skills to flourish in today and tomorrow's world.

For generations, families across Melbourne's bayside and south-eastern suburbs have chosen St Bede's College as the place for their child's life-long education. Since 1938, it has become a well-known, much loved and iconic place of welcome for students, their families, our teachers and our staff.

We've since grown to a three-campus College, offering endless opportunities for students and teacher to achieve their personal best.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Counsellor is a member of the Wellbeing team and works to provide counselling support, referral services and guidance for students and their families. The Counsellor works to develop programs, identify students at risk, organise initiatives and engage with external stakeholders to enhance the wellbeing of students.

Attributes and Competencies

The Campus Student Coordinator is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- A clear focus on the wellbeing of students.
- Displaying a high level of administrative and organisational ability, including a high level of written communication and record keeping.
- Displaying loyalty to the leadership of the College and understanding the nature of confidentiality as required.
- Developing cooperative working relationships with colleagues.
- Exhibiting ongoing professional growth on a personal level and for the benefit of the College community, including participation in different Lasallian Professional Learning activities that the College offers.
- Demonstrating an understanding of key priorities of the legal requirements surrounding Child Safety.

Specific Duties

1. Provide confidential counselling of students using appropriate techniques, interventions, observing ethical and professional standards.
2. Plan, negotiate and provide counselling services based on social/emotional/behavioural needs of the students.
3. Maintain and preserve the confidentiality of the Counsellor/student (client) relationship whilst balancing a personal duty of care and contributing to the College's duty of care.
4. Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.
5. Maintain appropriate case records, including student (client) registration, case notes, case closures and archives.
6. Maintain knowledge of contemporary issues, techniques and interventions through ongoing professional learning and/or professional supervision.
7. Liaise with and follow up external counselling service providers and act as a point of contact for feedback.
8. Act as a point of contact and coordination within the College for matters related to the wellbeing of students.
9. Collaborate with staff on the implementation of strategies for students and to facilitate learning in individual or small group settings.
10. Initiate and contribute to case management meetings with students and their families as relevant.
11. Work with the Deputy Principals, House Leaders, Tutors and the Learning Diversity and Inclusion team to support the College's various wellbeing programs.
12. Attend staff, Schools and Wellbeing meetings as directed.
13. Attend co-curricular or extra-curricular programs as directed (ie school camps and retreats).
14. Prepare reports including statistic and data, for meetings as relevant.
15. Support the development and review of curriculum programs in Pastoral Care and the review of relevant policies.
16. Prepare and report formally to the College Principal half yearly.

The **Campus Student Counsellor** reports on a day to day basis to the **Wellbeing Coordinator** and ultimately to the **Deputy Principal Students**

Experience and Qualifications

The Counsellor must have a current Working With Children Check – Employee status and a National Police Check current to within two years.

It is anticipated that the Counsellor would have:

- Tertiary qualifications in counselling, social work or psychology.
- Postgraduate qualifications or clinical experience in community and mental health settings.
- Eligibility for registration with an appropriate professional association.
- Relevant First Aid qualifications