

ARDEN



SCHOOL COUNSELLOR (SECONDARY)

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. We seek to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

Staff are united in their commitment to improving the quality of teaching and learning, directly and indirectly, and are active partners in their professional learning and performance development. Arden is committed to maintaining a reflective, school-wide evaluation and ongoing development program that nurtures skilled, passionate practitioners who are a part of a collaborative team.

General expectations

As a member of the School's staff you will

- Exhibit conduct in keeping with the School's Mission and Vision
- Reflect and promote the School's Christian Values of Love, Hope, Service, Courage, Compassion and Respect
- Display integrity and sound judgment and be committed to ethical behaviour
- Work constructively and collaboratively with team members and with others
- Take personal responsibility for actions and consequences
- Communicate effectively
- Be self-motivated and use initiative to solve problems
- Maintain confidentiality
- Possess an openness to change
- Adhere to all aspects of the terms of your employment

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

Experience & Qualifications

- Minimum 3 years' experience working in Schools, with children and adolescents, as a Psychologist or Counsellor
- Demonstrated expertise in using evidence-based practices to effectively inform counselling practices
- Current registration and/or membership with relevant professional body
- Familiarity with CBT, Solution Focused Therapy and trauma informed interventions, highly desirable
- Experience in Staff training, desirable
- Experience conducting psychometric screening assessments for children and adolescents, desirable
- Training in the administration of assessments such as WAIS, WISC and WIAT, desirable

Personal Attributes

- Warm, welcoming and professional manner
- Presents a positive demeanour and is a solution-oriented person
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute to department improvements
- Possesses a strong work ethic
- Exercises ownership of tasks, demonstrates initiative and produces work of a consistently high standard
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Strong organisation and time management skills
- Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively
- Ability to effectively communicate and collaborate with people of all levels, with diverse backgrounds and a wide range of age groups
- Strong computer skills and literacy, with a working knowledge of programs such as Word, Excel and Outlook

Essential Skills

- Experience assessing and facilitating interventions for children and adolescents with cognitive, social or emotional needs with a school setting
- Experience with risk assessments and safety planning, learning difficulties, diagnosed disorders, trauma and gender diversity, would be advantageous
- Ability to adapt and remain calm under pressure and in emergency situations

POSITION PROFILE

The School's Counselling Services staff support students by facilitating and monitoring emotional, behavioural, social and educational counselling, assessment and intervention services.

The School's Counsellors work directly with students to help them with issues related to learning, peer relationships and managing emotions. Each Counsellor is a pivotal member of the School's Wellbeing Team working with the Learning Support and Wellbeing Departments of the School to ensure that each student individually thrives and succeeds as part of our commitment to each child and young person being *well known*, *well cared for* and *well taught*.

Demonstrated experience in understanding child and early adolescent psychological development underpinned by the breadth of issues that bring young people to seek the support of a School Counsellor is pivotal in the School Counsellor's ability to support each student's social and emotional wellbeing. Arden's School Counsellors are enthusiastic, dedicated to their vocation, committed to continual professional development and have a strong genuine interest in the growth of young people.

Key Responsibilities

Professional Practice

- Cultivate a safety-positive workplace culture
- Demonstrate a commitment to the Child Safe Standards
- Foster supportive positive professional relationships
- Fulfil professional development requirements to maintain professional memberships/registrations
- Develop and maintain relevant external professional networks

Risk Management

- Identify and report all (including suspected) child abuse and neglect concerns as required by NSW mandatory reporting legislative obligations
- Maintain an understanding of mandatory reporting laws and industry best practice standards
- Participate as a member of the School's Critical Incident Management Team
- Adhere to Code of Ethics pertinent to the provision of counselling services within an educational environment

Student Support

- Assist teaching staff to identify, understand, refer and manage students with emotional and behavioural problems
- Consult with staff to develop case management plans and strategies (including implementation and ongoing support)
- Liaise effectively with community agencies for referral and follow-up of students
- Undertake group work with students involved in programs which are part of the School's pastoral care initiatives (eg, peer relationships, conflict resolution, stress management)
- Undertake group work with students in targeted programs with a therapeutic and/or preventative/health promoting focus
- Maintain timely, confidential and accurate student records to best practice professional standards
- Develop and deliver Staff training, as requested

Expectations

- Maintain a valid working with children check clearance certificate and professional membership registrations for the duration of employment
- Have a thorough understanding of, and comply with, Child Protection legislation, confidentiality within the School's context and the ethical codes of practice pertinent to working with children, adolescents and their families and care givers.
- Develop and maintain positive relationships with students, parents, staff and external treating professionals/service providers
- Demonstrate your support of and respect for the School's Vision, Values, goals, policies and procedures in all aspects of performing your role
- Contribute to the effective and efficient running of the department
- Demonstrate positive and cohesive working relationships with staff (including volunteers) and students

Work Health & Safety (WHS)

All staff are expected to contribute to the effective WHS requirements and operation of the School by, without limitation –

- participating in the development of a safe and healthy workplace
- complying with any instructions given for their own safety and health and that of others
- adhering to safe work procedures
- being familiar with emergency and evacuation procedures including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- reporting any injury, hazard or illness immediately to the Workplace Safety and Compliance Administration Coordinator
- not placing others at risk by any act or omission, or
- not wilfully or recklessly interfering with any safety requirement of the School.

Other Duties and Responsibilities (as required)

- Attend School meetings, as requested, including outside of usual work hours
- Attend professional learning events, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or as delegated)

The above is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. The responsibilities and expectations of this position may be varied, at the Principal's discretion, to ensure the operational needs of the School are being met.

Role classification

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| Industrial Agreement | Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement (MEA) 2021 |
| Classification | Wellbeing Services Staff |
| Level | Commensurate with experience |
| FTE | 0.6 – 1.0 (flexible) |
| Hours (usual) | As negotiated |

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

Reports

This role reports directly to the Head of Counselling Services.
There are no direct reports for this role.

Professional Review

This Position Description is intended as a framework for professional review.