



POSITION DESCRIPTION

Position:	HS Counsellor
Reporting to:	Head of School
Key Relationships:	Leadership Team, Learning Support Staff, HS Faculty, Students, Parents
Hours:	.2 fte - .6 fte (Term weeks only)
Classification:	To be negotiated in line with the Willunga Waldorf School Enterprise Agreement
Tenure	1 Year Fixed Term Placement
Review	Annual Performance Review

The Counsellor supports the ongoing development of skills to promote resilience, mental health and wellbeing. The Counsellor also supports the management of students with emotional and behavioural challenges and works as an integral part of the student's school team to support ongoing development in the promotion of learning, wellbeing, health and social education. The Counsellor identifies, supports and refers for further treatment, young people who struggle with mental health and related school/family issues. This role includes supporting teaching staff in assisting these students.

The Counsellor works primarily during school term time, however, when necessary and in consultation with the Head of School, may be required to work in non-term time in response to student, staff and pastoral care needs to ensure professional standards are maintained.

KEY RESPONSIBILITIES

The position responsibilities are summarized in the following areas:

- 1. Provide information to educators and parents that supports their understanding of social, emotional and behavioural challenges for students.**
 - Support and assist teachers to identify, understand and respond effectively to students with social, emotional and behavioural problems.
 - Organise relevant workshops, speakers, professional development for both faculty and the school community
 - Work to ensure ongoing collaboration between all key stakeholders in the support of students (i.e. parents, school staff, outside agencies)
 - Use expertise to support leadership with program design and delivery of health, social education and wellbeing programs across the school.
- 2. Provide support and information to students to assist with wellbeing and mental health challenges.**
 - Provide counselling for students who are referred and consult with or refer to external professionals as appropriate.
 - Provide education about drug and alcohol awareness
 - Identify and support students with social, emotional or behavioural challenges and provide recommendations for support from internal or external specialists when required.
 - Promote mental health and resilience by advising on key programs as appropriate
- 3. Administration and Communication**
 - Maintain accurate and timely student records to professional standards.
 - Attend student support plan meetings with teachers and parents as required.
 - Prepare reports for files, referrals and parents related to student needs.

4. Professional Development, Training and Supervision

- Adhere to Code of Ethics and Code of Conduct as dictated by relevant professional bodies.
- Attend approved professional development courses.
- Maintain a network of external professionals to facilitate referrals.
- Attend Association of Independent Schools Counsellors' networking meetings as appropriate.

5. Protective Practices

- Report directly to the Head of School on any matters relating to Child Protection
- Ensure that mandatory reporting requirements are followed.

6. Other required duties

- Participate in school administration and other community events.

7. Accountability

- Comply with policies and the educational, philosophical expectations and guidelines of the school.

KNOWLEDGE AND EXPERIENCE

- Knowledge and understanding of human development - particularly in the adolescent years –and the underlying philosophy of Rudolf Steiner as it relates to the Waldorf curriculum.
- Understanding of the academic and wellbeing needs of students as these relate to the learning and personal growth outcomes for students.
- Expertise and experience in identification of needs and counselling of students.
- Experience working with adolescents.

QUALIFICATIONS

The successful candidate will have relevant qualifications and experience in education and working with adolescents plus additional skills in promoting and supporting student learning and wellbeing.

PERSONAL ATTRIBUTES

- Willingness to support the ethos and the values of the school and lead by example.
- Ability to develop positive, professional relationships with staff.
- Ability to collaborate with educators in formulating support programs for students.
- Willingness to collaborate effectively with a broad range of staff to enhance student outcomes.
- Excellent communication and interpersonal skills.
- Demonstrated commitment to ongoing professional development.
- Professionalism and discretion at all times in relation to confidential matters.
- Flexibility and commitment to the provision of a high-standard of professional care.

SALARY

- Employment is governed under the Willunga Waldorf School Inc. Enterprise Agreement 2020
- Salary in accordance to Qualifications and Experience.

ROLE AND PERFORMANCE REVIEW

- Performance Review is conducted annually