

Position Description

Position	Head of Counselling Services
Reports to	Director (Students) and ultimately, the Principal
Type	Full time, ongoing position
Classification	Wellbeing Services Grade 3; Educational Services (Schools) General Staff Award 2010
Last updated	December 2020

The Role

With approximately 1,400 students across the School and a Boarding House of approximately 50 students, the Head of Counselling Services is part of the Pastoral Care team and is directly responsible to the Director (Students).

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

1. As Head of Counselling Services:

- Provide leadership to the counselling team
- Coordinate external agencies and providers in the delivery of care for students
- Liaise with key stakeholders in the development of student care plans and return to school plans
- Coordinate communication between the Director (Students), Heads of House, Head of Boarding and Health Clinic in the care of students
- Support the Director (Students) in the review and development of policies related to student care

2. As Counsellor:

- Provide timely and effective counselling for any student, self-referred or referred by parents or staff
- Assess the issue and take appropriate action as necessary
- Recommend options for students in need of learning support
- Where appropriate, and within the boundaries of confidentiality, liaise with the Principal, Deputy Principal (Head of Senior School), Director (Students), Head of Boarding, Head of House or Tutor, any student who is of concern
- Offer support to parents as necessary
- Offer support to staff regarding concerns about a student
- Facilitate parent meetings

3. Other:

- Work with the Director (Students) and Heads of House in the development and delivery of the pastoral care program
- Join and attend meetings/activities of the Pastoral Care Team
- Run Parent Education courses when demand exists and time permits
- Liaise closely with the other (part-time) School Counsellor
- Maintain efficient records
- Undertake such other duties as may be required by the Principal
- Lead the staff in training of matters relating to child protection and reportable conduct

Qualifications and Relevant Experience

- Eligibility for registered membership with an appropriate professional association (ie Australian Psychological Society APS, or Australian Association of Social Workers AASW)
- Experience as a mental health practitioner working with children and young people
- An ability to work independently and collaboratively with the Pastoral Care Team and other school staff for the promotion of students' wellbeing
- Excellent oral and written communication and interpersonal skills

Desirable Qualifications/Attributes for the Position

- Experience working in a school environment
- Experience working with external agencies such as CYPS and CAMHS