



## Position Description

Position	School Counsellor/Psychologist (Senior School)
Reports to	Head of Counselling Services, Director (Students)
Type	Part time (2 days per week), contract position for 1 year; must be able to work Fridays.
Classification	Wellbeing Services Grade 3; Educational Services (Schools) General Staff Award 2010
Last updated	November 2021

### The Role

With approximately 1,200 students across the School and a Boarding House of approximately 50 students, the School Counsellor is part of the Pastoral Care team and is directly responsible to the Head of Counselling Services.

### 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.*

#### As Counsellor:

- Provide Counselling to Students.
- Provide evidence-based counselling services for students which aim to enhance student's social, emotional, and academic development
- Develop, organise, and implement management plans for students when necessary
- Make appropriate referrals to external agencies as needed, and liaise with external agencies as necessary
- Where appropriate, and within the boundaries of confidentiality, liaise with the Principal, Deputy Principal (Head of Senior School), Director (Students), Head of Counselling Services, Head of Boarding, Head of House or Tutor, regarding any student of concern
- Offer support and consultation to parents as necessary, and facilitate parent meetings
- Provide advice and recommendations for the development and welfare of students to staff members as appropriate
- Maintain confidential records for all students receiving counselling
- Assist in the development and delivery of Pastoral Care Presentations to students.

#### Other:

- Participate in the School's pastoral care program.
- Join and attend meetings/activities of the Pastoral Care Team and Staff meetings.
- Run parent education courses when demand exists and time permits
- Work closely as a team with the Head of Counselling Services and other School Counsellors
- Undertake such other duties as may be required by the Principal
- Work with the wider Pastoral Care team in ongoing support of students.

## Qualifications and Relevant Experience

- Eligible for general registration as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) or membership with the 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
- The incumbent of this role must comply with all policies and procedures related to the Canberra Girls' Grammar School's Child Protection Program, Student Duty of Care, and the Canberra Girl's Grammar School's Code of Conduct.

## Desirable Qualifications/Attributes for the Position

- Experience working in a Secondary education setting
- Experience liaising with external agencies