

Job Description

Title:	High School Counsellor
Reports to:	Head of Student Care (Psychologist)
Working Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Counselling and Pastoral Team • Student Services • Teaching Staff • Students <p>External:</p> <ul style="list-style-type: none"> • Parents/ Guardians • Community agencies
Current FTE:	0.5
Work days/hours:	7.5hrs/day – 8am to 4pm with half-hour unpaid break Mondays, Tuesdays and alternate Fridays
Job Summary	
The role of the School Counsellor provides counselling services to the students of the school as well as consultation and program delivery around social and emotional wellbeing of all students.	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Tertiary qualifications in social work, family therapy, counselling, psychology, or related discipline. • Previous experience in counselling and/or working with adolescents • Professional association membership in a relevant discipline • Working With Children Check 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College. • The ability to work with students from Years 7 -12 • Warm and welcoming manner • Compassionate and insightful • Ability to lead and work in a team • Ability to work proactively in terms of wellbeing programs for students 	
Key Result Areas	
<ul style="list-style-type: none"> • Counselling • Team Support and Contribution • Compliance 	
Key Tasks & Responsibilities	
<p>1. Primary Responsibilities:</p> <ul style="list-style-type: none"> • Counselling students in regard to individual social, emotional, behavioural, academic and mental health and illness issues. • Completing risk assessments (e.g., suicide risk) when indicated, in line with training and professional competence • Notifying key staff and parents when significant risks of harm to students are identified. • Consultation with school staff and parents regarding supporting students with issues impacting upon their educational achievement. • Refer students/families to external agencies and professionals, as appropriate. 	

- Liaise with external agencies and professionals regarding student case management.
- Maintain an appropriate confidential records system.
- Support the College community in times of crisis.
- Maintain the confidentiality of all clients except where disclosure is required. Adhere to and work within MBC policies and procedures, and work in a manner consistent with accepted written codes of ethical and professional counselling practice.
- Personally and professionally uphold the ministry and mission of Mandurah Baptist College in all facets of your work and interactions within the wider MBC community.

2. Secondary Responsibilities:

- Assist in development and delivery of pastoral care programs relevant to age appropriate needs of year groups.
- Consultation with staff in regard to workplace and personal stress issues, and provide referrals as required.
- Contributing to relevant policy development and implementation.
- Other tasks as required from time to time by the Head of Student Care or Deputy Principal: Pastoral Care. (These might include for example, by negotiation, contributions to student, staff, or parent workshops or seminars on various topics, or psychoeducational assessments in the case where the employee is a registered or provisionally registered psychologist).

4. Ensure compliance with MBC values, policies and standards.

5. Follow reasonable directions in relation to Child Protection and Work Health and Safety.

Created on November 2020

Last Updated: October 2022