



Pymble Ladies' College

POSITION DESCRIPTION

Title: School Counsellor – Psychologist

Reports to: Lead – Psychological Services

POSITION SUMMARY

School Counsellors work with College staff, including teachers and the counselling team, to enhance student wellbeing. The School Counsellors also support the management of students with emotional and behavioural challenges and liaise with families and external agencies to facilitate student care. Through the whole child approach, School Counsellors work as an integral part of the College's team to support ongoing development in the promotion of learning and wellbeing. In this context, School Counsellors contribute to student wellbeing and education by proactively supporting Heads of School in program design and delivery across the College.

School Counsellors identify, support and refer for further treatment children and young people who encounter challenges that interfere with school functioning. This role includes supporting teaching staff in overall student wellbeing and management of specific students.

School Counsellors work primarily during school term time, however, when necessary and in consultation with the Lead - Psychological Services and Dean of Students, are required to work outside normal hours and/or in the non-term time in response to student, staff, and wellbeing needs.

ROLE RESPONSIBILITIES

- 1. Provide information to teachers and College leaders which supports their understanding of student emotions and behaviour**
 - 1.1 Ensure that teachers are informed about the role of the counselling team and understand the process for referral, referral criteria and the Counselling model of intervention.
 - 1.2 Assist teachers to identify, understand and appropriately support students with emotional and behavioural concerns, and support teachers to collaborate on mental health risk management.
 - 1.3 Network within the College and remain accessible to teachers for consultation and psychoeducation.

- 1.4 Conduct ongoing psychoeducational professional learning for teaching staff during term time and/or outside of working hours based on the College's needs in consultation with the Lead – Psychological Services and the Dean of Students.
- 2. Provide information to parents that supports their understanding of student wellbeing**
 - 2.1 Liaise with parents/carers regarding the ongoing psychological support of their daughter, including providing rationale and recommendation for external support when required.
 - 2.2 Work to ensure ongoing collaboration between all key stakeholders in the support and case management of students (i.e. parents, school staff, external agencies).
 - 2.3 Conduct and/or participate in educational opportunities for parents and carers outside of working hours and/or term time.
- 3. Provide support and information to students to assist with wellbeing challenges**
 - 3.1 Ensure that students understand the role of the School Counsellor, the Counselling model and the processes for accessing the Counselling Service.
 - 3.2 Encourage students to work with relevant Wellbeing leadership staff to access the Counselling Service.
 - 3.3 Provide counselling for students who are referred for wellbeing challenges, within the Counselling model of intervention, and provide other relevant services based on student need (e.g. classroom observations, creation of resources and support plans, parent/teacher meetings).
 - 3.4 Identify and manage students with social, emotional and behavioural issues and provide consult with/provide recommendations for support to external professionals as appropriate.
 - 3.5 Attend co-curricular activities including school camps, retreats, excursions to support teachers and students as appropriate.
- 4. Promote wellbeing and resilience by advising on key programs as appropriate**
 - 4.1 Educate students, teachers and parents about the issues relevant to wellbeing in childhood and adolescence, and promote understanding of supporting emotional literacy and wellness within a school context.
 - 4.2 Attend Connect Groups and/or classrooms to work in partnership with and/or provide coaching for teachers on wellbeing topics and support strategies. This includes supporting teachers in working within appropriate boundaries within the scope of their role.

4.3 Use clinical expertise to support the Lead - Psychological Services and Heads of School with program design and delivery of wellbeing programs across the College.

5. Administration

5.1 Maintain accurate and timely student records to professional standards and following College guidelines and procedures.

5.2 Attend Wellbeing Team meetings.

5.3 Prepare reports for the Principal, files, hospitals/referrals, parents as required.

5.4 Participate in school administration and assembly duties, and other community events within the College.

6. Communication

6.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

7. Risk and Compliance

7.1 Report directly to the Principal on any matters relating to child protection.

7.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

8. Professional Learning

8.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

9. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Sound understanding of Child Protection legislation and practice.
- Current APHRA registration as a psychologist.
- Experience working in a school or educational setting, working with children/adolescents.
- Flexibility and commitment to the provision of a high-standard of professional care.
- The ability to provide support guidance around child/adolescent wellbeing.

- Well-developed communication, interpersonal skills and committed engagement with teamwork.
- A track record of ongoing professional development.
- Demonstrated professionalism and discretion at all times in relation to confidential matters.