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ACCOUNTABLE TO:	Deputy Principal
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015
LEVEL / STEP:	According to experience and qualifications
EMPLOYMENT STATUS:	Part-time, 0.6FTE
TENURE:	1 January 2022 to 1 July 2022

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### LA SALLE COLLEGE MISSION

In keeping with the tradition begun by John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

### ROLE OUTLINE

As an integral member of the College's pastoral care structure, the Counsellor focuses on the students within the school environment with the goal of maximising each student's learning potential, emotional wellbeing, social development and interpersonal skills.

In achieving this goal, the Counsellor works with individuals, peer groups, class groups, teachers and families through the provision of a professional counselling service that is guided by the Ethics and Codes of Practice of the relevant professional association.

The Counsellor works in partnership with the Senior Leadership Team and Student Services Team to achieve the best outcomes possible for the students in the College's care. The Counsellor supports the Catholic faith and tradition of La Salle College and adds to the spiritual dimension of the College.

The Counsellor is sensitive to and supportive of students from a variety of cultures. The Counsellor supports the Behaviour Management strategies in place at the College and contributes to these strategies through the provision of peer mediation and restorative practices.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

## KEY ACCOUNTABILITIES

### 1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Understands and upholds the values and expectations as described in the College's Code of Conduct and the Code of Professional Conduct
- 1.3 Actively promotes student engagement with the College values and expectations as described in the Student Code of Conduct
- 1.4 Acts as a positive role model of Christian values
- 1.5 Have completed or have made progress towards completing a minimum of Accreditation to Work in a Catholic School

### 2.0 WORKING WITH STUDENTS AND FAMILIES

- 2.1 Maintains an appropriate referral process through which staff, families, peers and students can be referred to the Counsellor
- 2.2 Consults with and supports College staff that refer students to the Counsellor
- 2.3 Within the boundaries of confidentiality, works cooperatively with members of the Senior Leadership Team, Leaders of Wellbeing and teaching staff to plan appropriate interventions to meet student needs
- 2.4 Determines appropriate goals and intervention strategies as agreed upon with the referred student/family
- 2.5 Ensures a range of creative options are considered and implements these in a planned and purposeful manner to resolve the difficulties experienced by students and families
- 2.6 Supports families as the student's primary caregivers through open communication as agreed through contact with the referred student.
- 2.7 Supports families through the provision of information regarding the overall development of their child
- 2.8 Makes referrals to other professionals and agencies when needed, maintaining support to the student/family as is appropriate
- 2.9 Assists with the facilitation of psychometric testing/educational assessments and planning for students with specific learning needs

### 3.0 BUILDING CAPACITY OF SELF AND OTHERS

- 3.1 Uses professional knowledge and theory to identify and prioritise the psychosocial needs of the school community
- 3.2 In consultation with the Senior Leadership Team and Leaders of Wellbeing, determines agreed priorities which promote and enhance the emotional wellbeing, social development and interpersonal skills of students within the College community, which may include small group work, classroom work, parent workshops and staff professional development
- 3.3 Works collaboratively with the support staff at the College in the development of strategies to support students with special needs
- 3.4 Consults with and assists teaching staff in developing classroom environments, procedures

and practices that supports both the teacher and students with specific needs.

In consultation with specialist support staff, develops and delivers resources that complement and assist teaching staff in understanding and responding to the students in their care.

- 3.5 Maintains an appropriate network of professional colleagues for support.
- 3.6 Participates in a relevant professional network within Catholic Education by attending meetings and professional development sessions where possible.
- 3.7 Updates professional knowledge, counselling theory and practice, by participating in relevant professional development opportunities as approved by the College Principal.
- 3.8 Undertakes regular counselling supervision, as applicable
- 3.9 Acquires develops, and maintains appropriate counselling resources to be used in interventions within the school community

#### 4.0 MANAGEMENT WITHIN THE COLLEGE

- 4.1 Contributes to the policy development in the area of Pastoral Care and Student Services
- 4.2 Identifies areas for new initiatives within the College as determined through work with the student body
- 4.3 Contributes to the decision making within the College through involvement in College committees and through regular meetings with the Senior Leadership Team and Student Services Team
- 4.4 Attends and contributes to staff meetings and committees as necessary
- 4.5 Specifically, is responsible for the College Crisis Management Plan and reviews/updates the Plan as is necessary  
Works collaboratively with the Senior Leadership Team and Student Services Team to assist in planning curriculum initiatives and whole-school strategies to meet the requirements of the National Safe School Framework and Curriculum Framework mental health outcomes
- 4.6 Maintains appropriate and confidential records in accordance with the Privacy Act and ensures the security of these according to the standards expected by the Catholic Education Western Australia
- 4.7 Maintains a strong working relationship with the Senior Leadership Team and Student Services Team.
- 4.8 Within the boundaries of confidentiality and as negotiated with the relevant parties, informs the Senior Leadership Team or specifically the Principal, of any critical issues that may impact specific students or the College community
- 4.9 Provides an annual report, or reports as is required, to the Principal.
- 4.10 Actively contributes to a culture of charity and justice within the school, as would be expected in a Christian community
- 4.11 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face

## 5.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 5.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience through structured, effective communication and consultation
- 5.2 It is accessible at reasonable times to students when assistance or guidance is sought
- 5.3 Responds to parent enquiries in a professional, timely and efficient manner
- 5.4 Actively participates in the life of the Church and have a pastoral concern for each individual student

### SELECTION CRITERIA

The individual appointed to the position of Counsellor must:

- Be an active member of the Catholic Church and be free from any impediment to full acceptance by the Church
- Have previous experience in a similar role in an education setting
- Hold appropriate tertiary qualifications
- Demonstrated effective Duty of Care for students in line with policy and procedures
- An exemplary record of professional conduct, including maintaining appropriate confidentiality
- Have the capacity to maintain accurate and complete records and effective administration and organisation of activities related to the role
- Be a productive and collaborative member of a school education community
- Develop and sustain quality professional relationships, using effective communication and interpersonal skills
- A track record of ongoing personal and professional growth and development
- Hold and maintain a Working with Children Check and Nationally Coordinated Criminal History Check
- Have completed or made progress toward completing a minimum of Accreditation to work in a Catholic School

#### DOCUMENT CONTROL

Version: 0.0 Reviewed: Aug 2020 Next Review: Aug 2021 Reviewed By: HR