



## STUDENT COUNSELLOR

The Student Counsellor is appointed by the Principal and is accountable to the Counselling Coordinator. They are expected to work in partnership with the Counselling Coordinator, and with members of the Student Wellbeing Team, teachers and families to provide a counselling service for OLMC students. The Student Wellbeing team consists of the Year 7, 8 and 9 Coordinators, four House Coordinators, the Head of Student Wellbeing and the Counselling Coordinator. The Student Counsellor should expect to meet with all of these people as well as classroom teachers both individually and as a group.

The OLMC community has a commitment to respect the dignity of each person and in keeping with this, the Student Counsellor will provide a service that responds to the social, emotional and learning needs of the student, particularly when the student is experiencing significant personal difficulty. OLMC is also committed to working with restorative practices and ensuring all students grow in their capacity for resilience and for dealing positively with life's challenges.

The Student Counsellor takes on a role based on a model of Christian service. They derive authority from the Principal and as such is empowered and expected to participate in the implementation of the Vision of the College and be guided by the College values of Compassion, Justice, Courage and Joy.

### KEY RESPONSIBILITY AREAS

- Provide counselling to students upon self-referral or referral by families/parents/guardians or by staff.
- Refer individual cases to suitable external professional agencies when appropriate
- Contribute to the effective operation of the counselling office as a service to support students
- Support staff in the process of identifying and responding to students 'at risk' and following up with appropriate communication
- Contribute to the planning and provision of workshops and programs for students, staff and families to support understanding of current adolescent issues
- Establish and maintain links with relevant community support agencies, allied Professionals and school networks
- Support the development and implementation of relevant school policies, procedures and programs which focus on enhancing the wellbeing of students.
- Adhere to the relevant professional standards pertaining to the counselling profession in the context of a school setting.
- Attend meetings both within the school day and in accordance with the meeting schedule.
- Participate in whole school activities including but not limited to whole school masses, assemblies, carnivals and feast day celebrations.

### CHILD SAFETY

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment and proactively monitor and support student wellbeing

No position description can be entirely comprehensive and the incumbent will be expected to carry out other duties that may be required from time to time that are broadly consistent with the position description and the status of the post within the College.

## **ACCOUNTABILITY**

**Reports to:** Student Counselling Coordinator

**Briefs:** Head of Student Wellbeing

**Internal liaisons:** Student Wellbeing Team, Curriculum Coordinator, Pathways Coordinator, Learning Diversity Coordinators, Medical Centre Staff, Careers Counsellor, Pastoral Leaders and teachers

**External liaisons:** Professional Associations, Community Support Agencies, School Counsellors Network

## **CONDITIONS**

All conditions are in accordance with the Catholic Education Multi Employer Agreement 2022 and OLMC's employment policies. Level and salary will be based on experience.

The role involves attendance at College activities such as staff meetings, information nights and any other activity that may occur outside normal working hours as directed by the Head of Student Wellbeing.

## **KEY SELECTION CRITERIA**

1. Appropriate post graduate qualification in Psychology, Counselling or Social Work.
2. An understanding of the mission of a Catholic school and the implications for the work of a Student Counsellor in this context.
3. Demonstrated experience in counselling adolescents with regard to their wellbeing and learning outcomes, preferably in a secondary school setting.
4. Demonstrated ability to work with a broad range of professionals including, teachers and other health professionals
5. A demonstrated ability to work with other wellbeing staff to determine optimal interventions for individual students and families.
6. A demonstrated understanding of child and student safety and the appropriate obligations and behaviours when engaging with students.

Date: February 2026