



Walford

Position Description

Student Counsellor

POSITION TITLE	Student Counsellor
CLASSIFICATION	Walford Anglican School for Girls Enterprise Agreement 2023 School Services Staff – General Stream Grade 3 or Grade 4 (negotiable depending on qualifications and experience)
STATUS	Permanent part-time (0.833 FTE) 37.5 hours per week for 40 weeks of the year. The 40 weeks is made up of term time (38 weeks) plus Week 0 of Term 1 and Week 9 of Term 4.
REPORTING TO	All staff report to the Principal. The Student Counsellor reports through the Head of Secondary School.
MEMBER OF	Student Wellbeing Committee (7-12)

Role Description

The Student Counsellor supports the wellbeing, welfare, safety, care and success of all students at the School. They provide a high-quality counselling service to students experiencing a wide range of academic, social, emotional and mental health issues.

The Student Counsellor has close working relationships with School Chaplain, Heads of School, Assistant Heads of School, Head of Boarding, Heads of House, teachers and School nurses. Where necessary they will support staff in supporting students, assist with appropriate referrals to external providers, and contribute to parent education.

Key Responsibilities

General

- Support the Anglican ethos of the School.
- Live the School values of Courage, Commitment, Community and Growth.
- Comply with School policies and procedures, and the School's commitment to child safety.
- Be a member of and actively contribute to the Student Wellbeing Committee.
- Work with staff to ensure the implementation and maintenance of School policies and procedures.
- Comply with the Walford Staff Code of Behaviour and actively contribute to creating and maintaining a child safe environment.
- Be an active member of relevant professional organisations and engage in relevant professional learning.

Student Wellbeing and Counselling

- Provide counselling to students who are self-referred or referred by other staff or parents.
- Monitor the progress of students receiving counselling support and follow up as required.
- Consult with parents/caregivers where appropriate.
- When necessary, refer students and parents/caregivers to external agencies.
- Promote student wellbeing through the delivery of activities and programs across the School.
- Collaborate in designing and reviewing individual student wellbeing or support plans.
- Maintain accurate, confidential counselling records in accordance with professional and legal requirements.

Communication and Collaboration

- Liaise with the Assistant Head of Junior School and Head of Wellbeing (7-12) to support the School's pastoral care programs.
- Report to Heads of School regarding trends or emerging issues within the student body and recommend preventative strategies.
- Provide regular student welfare updates to the Principal, Heads of School, Heads of House, and other key staff.
- Provide consultation and professional guidance to staff on student mental health and wellbeing.
- Support staff in recognising and responding to signs of distress, trauma, or mental health concerns in students.
- Contribute to wellbeing initiatives that promote a safe and inclusive school culture.
- Contribute to parent education workshops or information sessions on adolescent wellbeing and mental health.
- Communicate professionally with staff and parents/caregivers on relevant matters as required, within the framework of confidentiality.
- Consult with the Heads of School, Heads of House, Head of Boarding, School Nurses, Chaplain and teaching staff regarding student welfare matters as appropriate.
- Attend student welfare meetings as required.
- Liaise as required with external providers including, but not limited to, psychologists, medical professionals and welfare organisations.

Qualifications and Experience

Essential

- An appropriate undergraduate qualification such as a Bachelor's degree in Counselling, Psychology, Social Work or a related field.
- Experience in counselling children and young people.
- A sound understanding of privacy and confidentiality frameworks as applied to the counselling of students.
- An awareness of major developments and issues at the state and national level as relevant to student welfare matters.
- Working With Children Check (WWCC).
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) (Fundamentals and Masterclass).

Desirable

- Experience working in a school environment.
- An understanding of and commitment to the philosophies underpinning the education of girls' education.
- South Australian Teacher Registration.
- HLTAID 012 Provide First Aid in an Education and Care Setting.

Personal Abilities

- Empathy and warmth.
- Ability to remain calm and exercise sound judgment in challenging or crisis situations.
- Skills in fostering positive and productive working relationships.
- Outstanding interpersonal and communication skills.
- Commitment to reflective practice and ongoing professional growth.
- Cultural competency and ability to support students and families from diverse backgrounds.

Acknowledgement

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. The staff member may also be required to perform any other duties that they may be directed to perform which could be reasonably considered relevant to the position.