



POSITION DESCRIPTION

Position Title	College Counsellor
Employment Type	Part-time Term-time Continuing
Classification	Guidance Counsellor in Accordance with Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland
Reports to	Principal through the Deputy Principal Pastoral

OUR ORGANISATION

Based at Indooroopilly, we are the only Brigidine Year 7-12 Catholic girls' school in Queensland. Since 1929 we have been committed to providing a holistic education that creates authentic, compassionate and dependable women keen to make a difference in the world.

Brigidine College fosters a positive and supportive environment within the context of Christian values. While maintaining a commitment to excellence, we pride ourselves on promoting a safe and inclusive school community, cultivating a culture of continual improvement, and supporting staff to model wellbeing. Becoming a part of the Brigidine team means you are working with others who are passionate about learning and enjoy working in a strong, values driven culture.

Our Vision

Inspiring young women to be the difference.

Our Mission

We follow the example of Saint Brigid, a woman of vision and courage, who actively challenged the social, political and cultural structures of her time.

We commit ourselves to the education and empowerment of young women within the framework and challenge of Catholic philosophy.

Our Values

In living our vision we will:

- Be faithful to our relationship with God in Jesus Christ.*
- Engender a love of learning, hope and a sense of purpose.*
- Celebrate the uniqueness of each person in our community through justice and service.*
- Welcome all people in the Brigidine tradition of 'strength and gentleness'.*

POSITION OVERVIEW

To provide a comprehensive counselling service addressing the social, emotional, behavioural and developmental needs of students and their families in order to optimize student learning and enhance staff professionalism. Collaborating with College staff and the wider College community, the Counsellor is expected to plan, develop and provide initiatives responsive to the pastoral needs of the College Community.

KEY ROLE ACCOUNTABILITIES

Spiritual Leadership

- Supporting and willingly articulating the implications of the College Mission statement.
- Actively demonstrating loyalty and support of the Brigidine College ethos, Principal and College Leadership Team.
- Working collaboratively with College Leadership team members, teachers and other staff members.
- Committing to achievement of personal and professional relationships with parents and the wider community.
- Developing ideas gained from professional activities to enhance students' learning and to promote organizational development.

Educational Leadership

- Leading the continuous development program of a professional community that is focused on improvement of pastoral relationships, teaching and learning, communication and information sharing
- Updating knowledge and understanding of the application of contemporary research in pastoral care and well-being concerns and issues.
- Demonstrating ongoing personal and professional development in leadership and management practices through a systematic and cyclical process of analysis, critical reflection, goal-setting and action to realise the aim of continuous growth and development.
- Providing leadership in the pursuit of excellence in pastoral care and quality practices, consistent with the Australian Professional Standards for Teachers and Brigidine education.
- Leadership of the development and implementation of innovative practices and resources that promote best practice in pastoral support and wellbeing.
- Providing a role model of an effective pastoral care in the College.
- Participating supportively and positively in the processes of the Pastoral Leadership team in order to promote pastoral care and development and change within the College.
- Working collaboratively with Middle Leaders, teachers, the Deputy Principal-Pastoral, Deputy Principal – Curriculum and Program Leaders to address student pastoral issues and provide pastoral support.
- Working collaboratively with the Pastoral Leaders and Program Leader, Learning Enhancement to ensure that individual student needs are recognised and pastoral procedures are implemented, as appropriate.

Community Leadership

- Developing and maintaining a productive and supportive network of relationships with staff, students, parents and the wider College community.
- Building links with colleagues, professional associations and other educational institutions in response to College goals.
- Leading curriculum development to foster an appreciation of the world outside the College by developing awareness of and involvement in local and global issues.
- Promoting the College as a community of learning and excellence to the wider educational community through contribution to professional associations.

Administrative Leadership

- Ensuring that House initiatives take into account the diversity of physical, social and intellectual abilities of House members and maintain accurate record keeping (SEQTA) whilst taking account of College organisational structures and Mission Statement, the availability of resources both human and physical and emerging social, educational and religious issues.
- Supporting House well-being initiatives.
- Supporting enrichment (camps and excursions) activities for identified Year level (annually)
- Facilitating productive interactions with external agencies, including representatives from allocated Brigidine outreach opportunities and the allocated well-being initiative support agencies, in the areas of health, mental health and social issues.
- Coordinating and maintaining an efficient system of information storage and retrieval on the College database (SEQTA).
- Meeting regularly with staff in accordance with leadership responsibilities, and to communicate information or decisions from the College Leadership Team and various College committees or external agencies.
- Employing problem-solving approaches to issues as they arise, with recourse to others affected by or involved in the problem and/ or solution as required.
- Participating in the College budget process to ensure that the Counselling area needs are appropriately represented in order that the budget allows for regular upgrading of resources.
- Contributing positively to Pastoral Leaders scheduled meetings
- Attending extended meetings as may be required by the Leadership team.

OTHER KEY ACCOUNTABILITIES

Student Protection

- Student protection is everyone's responsibility. At Brigidine College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

- Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Brigidine College's Risk Management Procedures.

Workplace, Health and Safety

- Activity participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents and injuries to managers.

Share Behaviours

- Be committed to the goals, ethos and Mission of the College as a Catholic School in the Brigidine tradition.
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations.
- Have an awareness of and support for the policies, procedures and practices of Brigidine College Indooroopilly.
- Maintain a high degree of confidentiality in all work-related matters and compliance with organisational policies and procedures.

Other Duties

- Assisting the Principal, on request, with staff review and appraisal processes.
- Actively supporting and implementing Leadership Team initiatives and all College policies and procedures.
- Demonstrating interest and active involvement in the total life of the College, in curricular and cocurricular activities, House warming evenings, camps/retreats/reflections days/immunisation as allocated, parent information nights, subject selection meetings, orientation and induction activities and parent educational evenings.
- Attending regular meetings with the Deputy Principal – Spiritual/Pastoral to review procedures and initiate strategies to improve pastoral care.
- Perform any other duties associated with Brigidine College objectives as reasonability directed by the Principal.

KEY SELECTION CRITERIA

SC1 Qualifications and Experience

- Must hold a Counselling and/or relevant qualification
- Minimum of 3 years counselling experience, working with students/children and parents.

SC2 A demonstrated commitment to support and promote the philosophy, ethos, traditions and spiritual values of a Catholic School in the Brigidine tradition.

SC3 Demonstrated understanding of child development

- A demonstrated ability to care for students – their diverse and changing needs and aspirations – both as individuals and as active members of the community.
- Ability to provide social, emotional and behavioural interventions for students/children and their families.

SC4 A capacity to lead the ongoing growth and development of well-being of staff to achieve pastoral goals – personal and academic – and to be actively involved in the life of the Brigidine College House system.

SC5 High level communication and interpersonal skills including demonstrated collaboration, consultation, negotiation and organisational skills.