



## School Counsellor

Applications are invited for an experienced, energetic and passionate counsellor and/or social worker to join our busy and dynamic school counselling team providing coverage to the Calrossy Prep, Primary, Middle and Senior Secondary School. If you are passionate about working with children, young people and families and promoting integrated approaches to student wellbeing, and are experienced in providing individual counselling and small group programs, we want to hear from you.

This is a permanent full time position required to work only during term time to commence as soon as possible, with consideration of part time and job share arrangements.

### Position Description

<b>Position Title:</b>	School Counsellor
<b>Responsible to:</b>	The Principal
<b>Reports to:</b>	Senior School Counsellor
<b>Key Stakeholders:</b>	All internal and external stakeholders
<b>Overview:</b>	The School Counsellor will provide counselling and case management services to support the holistic growth and development (social, emotional, physical, psychological & spiritual) of students at Calrossy. This involves working with individual pupils and staff to promote best practice in school wellbeing at Preschool, Infants, Primary and Secondary levels (Boarding and Day) and includes the provision of individual and small group psychoeducation and counselling initiatives at the school.
<b>Duties &amp; Responsibilities:</b>	<p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff.</li> <li>At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment.</li> <li>Uphold the School core values of <b>Selflessness, Inclusiveness, Resilience and Integrity</b>.</li> </ul> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>Provide individual and small group counselling and psychosocial interventions to students, working within a professional ethical framework and the Independent Schools NSW <i>Guidance for School Counselling in Independent Schools</i>.</li> <li>Participate in intake, triaging and allocation Counselling team processes to ensure organisation, transparency and oversight of counselling referrals.</li> <li>Work with the Head of the Independent Learning Centre and other Counsellors and Senior Staff, to establish and maintain case management support for individual students and respond to their individual psychosocial needs.</li> <li>Participate in meetings with the members of the Wellbeing and Leadership Team to support appropriate student risk assessment and coordinate internal and external service supports, as deemed necessary.</li> <li>Participate in clinical rounding and supervision with the Senior Counsellor as required, and willingness to engage in peer supervision and support with other counsellors.</li> <li>Consult with and escalate clinically complex and sensitive student issues to Senior School Counsellor, as appropriate.</li> <li>Provide consultation and advice to teaching staff regarding student wellbeing and support needs.</li> <li>Participate in staff training initiatives relevant to building the capacity of staff to identify and respond to the psychosocial needs of students.</li> <li>Respond to internal and external enquiries with regard to ongoing counselling.</li> <li>Establish and maintain contact with external professionals who work with students from Calrossy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain professional registration and take responsibility for identifying own professional learning needs to ensure and demonstrate commitment to professional standards, learning and supervision.</li> <li>• Undertake appropriate psychosocial assessment of students referred to counselling team.</li> <li>• Undertake behaviour observation and screening assessments where appropriate.</li> <li>• Consult with parents and carers regarding student issues.</li> <li>• Liaise with teaching and educational support staff regarding student needs (e.g. behavioural management and student support plans)</li> <li>• Maintain records and notes of all counselling sessions using school procedures.</li> <li>• Attend school referral meetings and case meetings.</li> </ul>
<b>Qualifications/Skills</b>	<p><b>Qualifications/Skills</b></p> <ul style="list-style-type: none"> <li>• Current Working with Children Check</li> <li>• Current Drivers Licence</li> <li>• Qualifications in Social Work, Psychology or Counselling</li> <li>• Membership of peak professional groups such as the Australian Association of Social Workers or the Psychology Board of Australia, or the Psychotherapy and Counselling Federation of Australia</li> <li>• Knowledge and ability in the development and maintenance of confidential systems of record and data collection</li> <li>• Knowledge of NESA teaching and assessment standards as applied to NSW Schools</li> <li>• Experience working in education or a similar environment with children, young people and families and a proven track record of excellence in high quality clinical, counselling and psychoeducational interventions.</li> </ul> <p><b>Essential Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, both written and oral</li> <li>• Well-developed counselling skills and demonstrated experience providing individual and small group intervention with children, young people and families.</li> <li>• Understanding of the relevant legislation and regulatory frameworks underpinning school counselling.</li> <li>• Sound knowledge of the child protection system and reporting responsibilities.</li> <li>• Ability to work in a team environment and build strong working relationships with a broad range of stakeholders including students, parents, colleagues, staff and school leaders.</li> <li>• Strong computer literacy skills, with clear knowledge of school computing software such as Microsoft software and Apple computer systems</li> </ul>
<b>Work, Health &amp; Safety:</b>	<p><b>In accordance with the Workplace Health &amp; Safety Act 2021, Employees must:</b></p> <ul style="list-style-type: none"> <li>• While at work take reasonable care for their own health and safety</li> <li>• Take reasonable care for the health and safety of others</li> <li>• Comply with any reasonable instruction from Calrossy and report concerns to your supervisor</li> <li>• Follow defined WH&amp;S policies and procedures of the school</li> </ul>

<p><b>Selection Criteria</b></p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p><b>SC1.</b> Well developed experience and skills in the delivery of individual and small group counselling and psychoeducation interventions with children, young people and families.</p> <p><b>SC2.</b> Demonstrated ability to build positive rapport and relationships with a range of stakeholders including students, parents, colleagues, staff and managers.</p> <p><b>SC3.</b> Demonstrated commitment to maintaining professional standards, ensuring student and staff confidentiality and managing sensitive situations with discretion.</p> <p><b>SC4.</b> Sound knowledge of the relevant local network of services and referral systems for students and families who may benefit from external service support. This includes mental health, disability, children protection/family support services and private psychology services.</p> <p><b>SC5.</b> Sound knowledge and understanding of the relevant legislation and regulatory frameworks underpinning school counselling and social work. This includes:  i) Mental Health Act  ii) Child and Young Persons Care and Protection Act  iii) Disability Inclusion Act and NCCD criteria and guidelines  v) Australian Child Safe Standards</p>	
<p><b>Conditions of employment</b></p>	<p><b>Industrial Instrument</b></p>	<p>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025</p>
	<p><b>Work Type</b></p>	<p>Permanent Full Time/ Part Time</p>
	<p><b>Days and Hours of Work</b></p>	<p>38hr week, School Term Time, Monday – Friday</p>
	<p><b>Salary</b></p>	<p>Wellbeing Services Employees – classification dependent on qualifications and experience</p>
	<p><b>Location</b></p>	<p>Brisbane Street Campus and William Cowper Campus</p>
<p><b>Employer</b></p>	<p>Calrossy Anglican School  140 Brisbane Street  PO Box 1245  Tamworth NSW 2340 Ph (02) 5776 5100  <a href="mailto:admin@calrossy.nsw.edu.au">admin@calrossy.nsw.edu.au</a></p>	

All applicants are expected to uphold the Christian ethos and support the Schools core values of **Selflessness, Inclusiveness, Resilience and Integrity.**