**Position/ Job Description: School Counsellor – Limited Term Position– 0.6 FTE (3 days/week)**

Playford College is seeking a professional school counsellor to help students develop personal and social competencies through a comprehensive, preventive and developmental counselling program. The candidate has to work with students, teachers and parents to support students’ needs. Playford College is an Islamic College and candidates need to understand and respect the Islamic culture and actively show commitment to the school’s mission statement and the Islamic Values of it.

**Core Purpose:**

The core purpose of the position is to take the lead in ensuring efficient and effective systems are in place that support students’ social and emotional needs and development with the aim to foster resilience and personal skills development. In this position, the School Counsellor will promote student success, provide preventive services, and respond to identified student needs by coordinating a comprehensive pastoral program that addresses personal and social development for students. The position holder will also support the aims and values of the College at all times.

The Counsellor is expected to take an active role in pastoral care and behavioural management. Starting with the admissions process, the Counsellor works in partnership with all members of the community to establish and strengthen positive working relationships in the best interests of student development and provides support and guidance for families and staff when necessary with the overarching goal of student success.

**Line Manager:**

Direct Report: Principal/Deputy Principal

**Responsibilities:**

1. **Advocating for students’ personal and educational needs**
2. Provide orientation for new students.
3. Promote successful student transition between year levels.
4. Coordinate small group and individual counselling sessions with students regarding:  
   - Coping with difficult personal and family problems.  
   - Increasing self-awareness and developing positive self-concept.
5. Liaise with the staff concerning students with learning support and language needs that could affect the students’ academic performance and/or behaviour.
6. Take an active role in behavioural management and pastoral care.
7. **Best practice and collaboration**
8. Support and guide teachers in helping students in their personal and social development and in the early identification of student problems.
9. Collaborate with stakeholders (both inside and outside school) to develop and implement responsive educational programs that support the achievement of goals for students.
10. Consult with, and implement, professional development (including workshops) for teachers, parents and staff regarding children’s needs and student pastoral issues.
11. **System change and organisation**
12. Work with classroom teachers through observation and strategy development to meet the social/emotional needs of individual students.
13. Provide up-to-date, accurate student records as relates to student personal social development.
14. Assess the school programs for systematic barriers to academic and social success.
15. Provide support to the admissions process through application review, observations and recommendations.
16. Prepare and propose annually an analysis of resource requirements.
17. Identifying school and community resources for assisting students and maintaining an up-to-date list of those resources, making them available to school teams and families.
18. Propose and work within a budget assigned for counselling.
19. Carry out additional activities, as requested, in line with the general expectations of this position within school and job description.
20. Review and update the pastoral program, including material and instructional strategies.
21. As specialists in child and adolescent development school counsellors coordinate the objectives, strategies, and activities of a developmental school counselling program.
22. **Other duties and responsibilities:**
23. All staff members at Playford College are also expected to contribute to the holistic life of our thriving school community. This may also include carrying out additional activities, as requested and in line with the general expectations of this job description.
24. Travel and work during times of school closure may be required along with occasional work during evenings and weekends.

**Professional Qualifications and Qualities:**

* Qualifications in counselling, psychology, teaching or social work.
* Post-graduate personal and social counselling experience in an educational setting.
* Experience and expertise in parent education.
* Proven success in providing effective leadership, motivation and guidance to students, staff and parents.
* Demonstrated ability to build positive working relationship with colleagues including the establishment of and participation in collaboration structures.
* Excellent interpersonal and communication skills in English and preferably Persian, both verbal and written.
* Strong ICT skills and a knowledge of their effective use to support pedagogy.
* The ability to work with tact and discretion and to maintain appropriate confidentiality.
* Ability to understand and empathise with social and cultural diversity.
* Maturity and commitment to exercise sound judgement.
* Ability to demonstrate flexibility and initiative.
* Promotion of a positive safety culture in the school and compliance with the school’s WHS policy, safe work procedure, instructions and rules, particularly in the correct use of equipment.
* All employees at Playford College are expected to actively support the ethos of the school. This includes a commitment to the school’s mission statement and the Islamic values of the College.

**Salary:**

Renumeration will be based upon the successful applicant’s level of experience as specified in the current Playford College Salaries and Conditions.

**Commencement of Duties:**

12th October 2020

**Application Closing Date:**

9:00am Wednesday 14th October 2020

**Application Declaration**

**(Teaching and General Staff positions)**

***This form must be attached to all applications and all areas must be completed.***

**Section A: Personal Details:**

Title: \_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Australian Citizen:

Current DCSI or WWCC: Ref # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Registration (if applicable): Ref # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mandatory Notification (RAN): Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Aid: Course name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Position Details**

|  |  |  |
| --- | --- | --- |
| Position applying for |  | |
| Application closing date |  | |
| Relevant Formal Qualifications  (eg Dip Ed, B.Ed, Cert IV etc.) |  | |
| Current position held and years of service |  | |
| Notice period required |  | |
| Referees  (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you) |  |  |
|  |  |

**Section C: Declaration**

**Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:**

|  |  |
| --- | --- |
| Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate ‘no’, where an expiation notice only was received) |  |
| Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance? |  |
| Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee? |  |
| Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service? |  |
| Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? |  |
| (If applicable) Do you have any conditions on your SA Teachers Registration? |  |

**Please note: if you answer ‘Yes’ to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)**

**If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

*Please note: If you request a meeting you must submit your application at least one week prior to application closing date.*

**Declaration:**

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section D: Checklist (documents to be included in your application)**

Playford College Application Declaration (signed and dated) ☐

Cover Letter / Application ☐

Current Resume ☐

Teachers Registration (if applicable) ☐