



Position Overview – Counsellor
(TBC approximately 0.9 FTE – 4 ½ Days)

Please Note: Diploma or Bachelor of Counselling with School Experience.

Bold Park Community School is an independent school, with a philosophy based on the principles of Reggio Emilia which caters for students from Playgroup to Year 12. This position is for a caring, flexible and collaborative Counsellor who is well versed in caring for the pastoral needs of our young people.

Contract Position: Commencing Mid-Term 2, 2021 or by arrangement

Responsible to: The Counsellor is responsible to the Principal and works in partnership with the Team Leader/s, Co-Counsellor and the Inclusive Education Coordinator.

SALARY & ALLOWANCE

- This is a contract position for 42 weeks per year with 6 weeks paid holidays
- The hours of duty are from 8.30am to 3.30pm / 8:30am to 12:30pm Wednesdays (some flexibility will be supported)
- Includes an unpaid 30 minute lunch break.
- Salary will be determined based on qualifications and experience.

POSITION SUMMARY - The Counsellor will be an essential member of the Student Welfare team and as such will offer expertise in monitoring the welfare and guiding the pastoral development of the Bold Park Community School students and supporting their families. The Counsellor will utilise leadership, advocacy, and collaboration, to promote student success, provide preventive services, and respond to identified student needs; mindful of addressing personal and social development for all students. The Counsellor requires effective communication skills, initiative, ability to develop a good rapport with students, staff and parents, and sensitivity to the needs of others.

Position Responsibilities

- Display the qualities that will enable the role to be carried out effectively and are congruent with the mission and values of the school.
- Provide effective and appropriate counselling for secondary and primary students from years 3-12 and provide direction to services (both within and outside of the school) for all students/families (as required) across campus (mental health first-aid)
- Work closely with the Team Leaders and Inclusive Education Coordinator to provide comprehensive records of meetings and referrals related to pastoral care features of this role.
- Form collaborative working relationships with staff, parents and the wider community.
- Manage and review various counselling and health related policies and procedures together with the Principal.
- Develop and implement effective pastoral care programs
- Liaise with outside counselling and service agencies.
- Promote external community counselling services to the community as appropriate.
- Observe occupational, health, safety and welfare requirements.
- Assist the Principal and staff in other referred matters.

Student Interaction

- Be available to counsel students to resolve individual, peer group, social and emotional concerns.
- Provide one-to-one counselling on a wide range of student concerns in a mental health first-aid capacity
- Support students referred by the Principal and staff.
- Organise small group support for students where appropriate.
- Have involvement with orientation programs at the start of each school year, particularly with the key transition years.

Staff Interaction

- Be available to support individual staff members with advice that will improve social and emotional development of students.
- Keep staff informed of relevant laws and procedures related to the welfare of students.
- Act as a resource person for up-to-date information about physical, social and emotional matters affecting students.
- Assist the Principal and teaching staff in the referral of students and/or their families to local community agencies and specialists, (e.g. Psychologists, psychiatrists).
- Assist staff in the teaching of health related topics (e.g. drug awareness, student wellbeing, resilience, sexual health / attitudes, inclusive education training, etc.).
- Liaise regularly with specialist staff to provide a multi-disciplinary approach to resolving issues of concern for students.

Parent Interaction

- Work collaboratively with parents and families where a need has arisen to support the wellbeing of a student (including prolonged absences from the College)
- Be actively involved in devising parent evenings on mental health related topics where required
- Organise programs which support families in effective management of adolescent issues.
- Attend to duties as requested by the Principal
- Initiate and be involved in proactive programs that promote student welfare.
- Be involved in ongoing Professional Development.
- Attend networking meetings in community.

Qualifications

- Have an appropriate recognised Qualification (see above)
- Have well developed oral and written communication skills.
- Be experienced in the use of a PC network or show a willingness to learn.
- Demonstrate understanding of contemporary pastoral care and counselling programs/resources in Perth.

All applications require: an introductory cover letter and your current CV. Please address your applications to the School Principal; Paul Whitehead paul@boldpark.com

The position will remain open until filled.

BPCS respectfully acknowledges the Whadjuk Noongar people as the traditional owners and custodians of the land on which our school is situated. We acknowledge their ancestors, who for many thousands of years gathered on this site to live, learn and grow. We are committed to honouring the Noongar people and their heritage by building our young people's connection to this land through the inclusion of indigenous knowledge and perspectives. (08) 9387 5050