

Position Description

Position:	Counsellors (2x positions)
Job ID:	230505
Classification:	School Assistants (NGS) Award, (Grade 5, Level 4)
Employment Type:	Position 1 - Ongoing 0.6FTE – Counsellor (ELC – Year 6) Position 2 – 9-month, Maternity Leave contract 0.8FTE – Counsellor (Year 7 – Year 12)
Normal Hours of Work:	As above/41 weeks per year
Date:	May 2023
Line Manager:	Director of Faith Formation & Wellbeing

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus provides Early Learning to Year 6. The South Plympton Campus provides Foundation to Year 12. Both campuses offer a seamless pathway to Year 12, where children who have completed Year 6 at Brooklyn Park, have guaranteed entry into Year 7 at South Plympton.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

We want our students to:

Belong	to know others and be known
Flourish	to discover and grow into who they are in Christ
Think	to build their knowledge, apply their skills and discern the truth
Respond	to respond to the call of God in their lives

Position Overview

The roles will focus on the needs of Junior School (ELC-Year 6) and Middle and Senior (Year 7-12) students in the College community. The Counsellors will provide counselling support to the relevant student body across both campuses and provide associated services to the wider school community (e.g. parents and staff) in relation to student issues. The roles are an extension to the pastoral care of teachers, referral to community agencies when appropriate, and act as a resource person in the areas of spiritual, social, emotional and mental wellbeing.

Key Responsibilities

Supporting Student & Family Welfare

- Providing guidance to students on issues concerning their interpersonal relationships, mental health and wellbeing
- Being responsible for the counselling of students with issues that may include anxiety, depression, trauma, family issues, friendships/relationships, self-harm, anger, abuse, sexuality, identity and suicide
- Facilitating wellbeing-related preventative measures in collaboration with teachers (e.g. protective practices, sexual education, mental awareness)
- Assisting the Wellbeing Team, Pastoral Care/Home Group teachers, behavioural support staff, Head of School and Principal in the provision of student welfare services
- Providing support in cases of bereavement, family breakdown or other crisis and loss situations
- Offering support to families with cases of high absences, late arrivals or school refusal
- Facilitating access to the helping agencies in the community, both church-based and secular
- Being readily available as a point of contact and provide monitoring of support for individual students where this is necessary
- Being a key member of the Critical Incident Team in the College
- Facilitating and attending parent meetings as an extension of the role where appropriate (e.g. helping with parent information seminars, meeting with parents regarding their child's wellbeing, Coffee Connect, being a support person for teachers in parent meetings if requested)
- Facilitating student community groups as an extension of the role, such as lunchtime groups, and having a presence in relevant community events (assembly, some excursions/camps, annual events etc.)

Supporting Staff

- Networking and building relationships with other members of the Emmaus Wellbeing Team, particularly the counsellors in the Middle/Senior team and the Junior School team
- Supporting staff in their relationships with students
- Supporting staff in planning and deliver of SEL curriculum and wellbeing resources where relevant
- Being available to staff, but referring to the Employee Assistance Program engaged by the College to provide on-going confidential support to staff members and their direct family
- Be part of the Student Welfare teams that coordinate and respond to student welfare matters across all year levels
- Availability to meet with Head of Schools to discuss any matters that may affect the wellbeing of students or staff in the Junior, Middle or Senior School
- Working closely with the Junior, Middle and Senior Pastoral Teams

General Matters

- Be willing to travel between campuses to offer support to staff and students on a 'needs' basis
- Facilitate appropriate communication with students, staff and parents while observing confidentiality
- Consult with other staff members when applicable
- Maintain appropriate documentation and student records
- Provide written reports/submissions relating to the role as required
- Attend professional development and training required by the College and actively seek opportunities to increase knowledge, experience and skills held
- Maintain parental awareness of the role by contributing articles for the College newsletter, the College magazine, or in any other publication as needed

- Join the AISSA or Christian Schools Australia Student Support Workers Group
- Comply with the Code of Ethics established by the Counsellor Support Group and College Principal and endorsed by the College Board of Governors
- Fulfil the expectations of a Mandated Notifier
- Participate in any other related activities as directed by the Line Manager

Requirements

- The Counsellor will be directly responsible to the Director of Faith Formation & Wellbeing for all school related activities and adhere to school policies
- The role is subject to National School Chaplaincy Program guidelines
- The Counsellor is expected to be accessible at set times and places as negotiated with the Director Faith Formation & Wellbeing
- The College will make the necessary arrangements to facilitate student access and communication with the Counsellor
- The College will facilitate access to supervision at a frequency which is to be negotiated with the Director Faith Formation & Wellbeing
- The Counsellor is a member of the school staff and is expected to participate in all staff meetings and school activities
- Where appointments are requested by students or recommended by staff or parents, the appropriate school-approved process will be followed in order to ensure student accountability
- The Counsellor will meet regularly with the Director Faith Formation & Wellbeing, and other school counsellors to facilitate transition into the role and for pastoral support

Selection Criteria

- Be a committed Christian with a deep desire to serve Jesus Christ as Lord.
- Demonstrated experience in Christian counselling with children (preferably in a school setting)
- Evidence of high-level interpersonal skills and experience in working with staff, parents and students
- Demonstrated ability in problem solving, flexibility, priority setting and time management
- An appropriate qualification in Counselling

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Executive Principal.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Submitting Your Application

Closing Date: 9:00am, Monday 5 June 2023

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description [available on our website](#).
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
3. A completed '[Application for Non-Teaching Position Form](#)'

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered.

In your application, please also clearly specify which position you are applying for (0.8FTE Maternity leave contract, or 0.6FTE ongoing role, or both). In the subject line of your email, please state the Job ID 230505.

For further information, please contact Human Resources on 8292 3888 or recruitment@emmauscc.sa.edu.au.