

# Position Description



**MATTHEW  
FLINDERS**  
Anglican College

COUNSELLOR (SECONDARY)

**CLASSIFICATION**

|                             |   |
|-----------------------------|---|
| Position title:             | ● Counsellor  |
| Reports to:                 | ● Head of Secondary School                                    |
| Employment type and tenure: | ● Permanent Part Time   |
| Department / School:        | ● Secondary School  |
| Location:                   | ● Stringybark Road, Buderim, Queensland                       |
| Industrial instrument:      | ● The Educational Services (Schools) General Staff Award 2020 |
| Position classification     | ● Wellbeing Services Grade 3, Level 6.1                       |
| Last updated:               | ● September 2021  |

**ABOUT US**

Matthew Flinders Anglican College is a co-educational College that cares for more than 1300 students from Early Learning Centre to Year 12. The College was established in 1990 and is located on the central Sunshine Coast town of Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

**Our Mission**

Our mission is to challenge our students to develop the character and competencies required to achieve academic excellence and a successful future of contribution and leadership in local, national and global communities.

**Our Vision**

- To be a dynamic learning community that provides our students with an outstanding contemporary education which prepares them for tertiary study and beyond.
- To enhance the performance of our staff in a supportive and collaborative environment, enabling them to flourish as professionals for the benefit of our students.
- To build our traditions whilst responding to emerging evidence of new and improved ways of educating our students for excellence in learning and life.

**Our Values**

Courage, Respect, Integrity and Compassion

## PRIMARY OBJECTIVES

1. To provide personal counselling and support to students (and their parents) from Year 7 to Year 12. This may be on an individual, group or family basis. It can, at times, be as part of a team with other staff members or with professionals from outside the College.
2. To be sensitive to, and responsive to the diverse expressed and observed needs of the Flinders' community and to keep in pace with national and international trends that identify needs of school communities.
3. To foster the mental health and wellbeing of all students, especially those considered at-risk and those with special needs. This should be achieved through direct work with students, parents and staff as well as being part of a multi-faceted team approach to fostering mental health and wellbeing at the College. It is essential to also promote and be part of proactive programs that promote mental health and wellbeing at the College.
4. To work collaboratively with other Counsellors across the College in terms of therapeutic responsibilities, planning across Flinders about service delivery, negotiating participation in appropriate professional development, sharing resources and supporting each other in respective and joint roles.
5. To be the mental health consultant to parents and staff about concerns, issues and events affecting student mental health and wellbeing.
6. To be part of any relevant Critical Incident management teams.

## PRIMARY RELATIONSHIPS

- o Report directly to the Head of Secondary School
- o Work collaboratively with other Counsellors across the College
- o Liaise with Students, Parents, and Staff of the College.

## WORKING HOURS

This position is required to work onsite during school term time for 39 weeks per year (inclusive of Week 0) and is required to be 'on call' during vacation periods and as required.

Reasonable additional hours may be required from time to time.

## MAIN RESPONSIBILITIES

### Counselling and Support

- o Foster the mental health and wellbeing of all students, parents and staff, especially those considered at risk and those in special circumstances.
- o Work independently, and collaboratively with students, parents and staff and use diverse approaches to counselling.
- o Design and lead wellbeing programs that promote the mental health of the Flinders' community.
- o Interpret and implement reports from external agencies to assist in meeting the needs of students.
- o Demonstrate commitment and adherence to the relevant accredited professional association's code of professional conduct.
- o Maintain confidentiality on counselling matters relating to students, parents, and staff. Reporting responsibilities under Student Protection legislation and College policy are an exception.

- o Maintain appropriate confidential records of counselling interactions with students, parents and staff.
- o Provide appropriate professional correspondence and referrals.

#### Collaboration and Advocacy

- o Share expert knowledge with parents and staff about curriculum, policy development, issues and events affecting student mental health and wellbeing.
- o Work collaboratively as a member of the College Counselling Team to deliver professional and contemporary services to the College community.
- o Prepare written psychological and/or educational assessments, reports, or correspondence and interpret and implement such reports for staff and external agencies.
- o Refer, as appropriate, students, parents, and staff to appropriate mental health services.
- o Network and collaborate with outside agencies and professionals to promote excellent resources for community members.
- o Advocate for all students and their mental health, acting at all times in the best interests of the student.
- o Lead, guide and assist with staff professional development in appropriate areas of social/emotional, behavioural and mental health.
- o Lead, guide and work closely with academic support staff in the development and support of students with additional needs.

#### Consultation

- o Work with College staff as consultant, lead and participant in the management of the academic, social, emotional, learning and behavioural needs of students.
- o Develop College policies and procedures aligned with Federal and State legislation, which are considerate of the student, their family dynamics and the social structures of our community.

#### Community Support

- o Work directly, both in consultation and as lead, with learning and curriculum support staff to promote the development of support plans and programs to meet the diverse needs of our students.
- o Undertake the role of Student Protection Officer.
- o Manage the Colleges' Employee Assistance Program.
- o Manage the Flinders Food Bank, in collaboration with the Chaplain and parent volunteers.
- o Actively participate in the Critical Incident Management Response Team.

#### General

- o In consultation and collaboration with Counselling Staff, proactively identify, develop, and implement systems and processes which will improve current practices and ensure a smoother and more effective delivery of Counselling support.

#### Duty of Care

- o Ensure the good physical and mental health and safety of children at the College through maintaining a thorough understanding of College's policies and procedures as well as knowledge of, and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.
- o Ensure a commitment to the protection of children and maintain a thorough understanding of the

College's policies and procedures as well as knowledge of, and compliance with Child Protection regulations and the Anglican Schools Commission Student Protection framework.

## PERSON SPECIFICATION

### Essential qualifications, knowledge, experience and skills

- o Bachelor's degree with a postgraduate qualification in Counselling, Psychology, Social Work, or relevant equivalent qualification.
- o Experience working in a school setting.
- o Membership, or eligibility for membership, of a relevant accredited Australian professional association.
- o Significant knowledge and skill with a diverse range of counselling approaches within educational organisations, with a focus on working with young people and families.
- o Ability and knowledge of child emotional and educational development and the mental health issues that arise for children aged 3-18 years and their families.
- o Understand family systems and dynamics.
- o Positive Working with Children Check (Blue Card), or eligibility to obtain.

MATTHEW FLINDERS ANGLICAN COLLEGE

Stringybark Road BUDERIM QLD 4556

AUSTRALIA

07 5477 3200

[www.mfac.edu.au](http://www.mfac.edu.au)