

POSITION DESCRIPTION

Position:	Junior School Counsellor and Wellbeing Co-ordinator
Reporting to:	Director of Student Wellbeing and Counselling
Department:	Student Wellbeing
Date:	November 2024

Primary Purpose

Reporting to the Director of Student Wellbeing and Counselling the Junior School Counsellor and Wellbeing coordinator is responsible for the student wellbeing services for Junior School students in consultation with the Heads of Junior School and Junior School Wellbeing Leaders. Working with the Boys' and Girls' Wellbeing Leaders to refine, reimagine, implement and grow a whole school wellbeing program which supports the School's vision and values. This role will further strengthen Tintern's position to support long-term success of students, benefiting both them and the wider community.

Student wellbeing is integral to the learning process. This connection combined with the complexity and challenge of societal change means that student wellbeing continues to be an essential priority for Tintern. The Junior School Counsellor will assist in the existing wellbeing program structure in consultation with the Heads of School, Wellbeing Leaders, Assistant Principal and the Director of Student Welfare Services.

Specific Duties

- Provide and oversee the provision of counselling and other psychological services to students and families.
- Referral to external agencies for assistance where required.
- Communicate with staff about student wellbeing issues.
- Ensure the schools' Child Protection and Duty of Care policies and procedures are upheld by staff.
- Review, develop and implement exceptional wellbeing programs, structures, policies, and procedures within the Junior School
- Assist with classroom programs and workshops as required to assist with student wellbeing needs.
- Co-ordination and organisation of small focus groups as required e.g social skills groups
- Assist Wellbeing Leaders and Heads of Schools to plan and deliver parent education/information evenings.
- Promote wellbeing initiatives across the Junior School in conjunction with the Boys' and Girls' Wellbeing Leaders.
- Assess students at risk and develop safety plans where required.
- In consultation with the Director of Professional Learning and the Director of Student Welfare Services, identification of training requirements within the area of Student Wellbeing.
- Document and follow up on meeting and session outcomes.
- Work in accordance with the School's policies and procedures and assist with review and update as needed.
- Encouragement of high standards of professional practice and assistance to staff in implementation of new initiatives.
- Maintenance of professional and technical knowledge by attending educational workshops.
- Management of wellbeing resources for students.
- Attend Culture and Wellbeing Strategy Group meetings.
- Attend Junior School staff meetings and Professional Learning as required.

Prerequisite

- Formal qualifications in counselling or psychology with experience in the relevant field
- Current membership of the Australian Psychological Society or the Australian Association of Social Workers is required.

Essential Criteria

- Experience in working with children, adolescents and families
- Experience in an educational setting
- Proven leadership qualities
- Proven management skills
- Proven collaborative skills
- Strong communication and documentation skills
- Flexible, responsive and creative with an innovative mindset
- Post-graduate or similar qualifications in student wellbeing or related area

Key Contacts

Internal

Junior School Wellbeing Leaders
Director of Student Wellbeing and Counselling
Learning Enhancement Department
Heads of Schools
Assistant Principal
Principal

External

Other professional educational organisations child and adolescent psychologists.

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

OH&S

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S group or Facilities Manager

- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangement is in place.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....