

# College Counsellor

Application Package



Applications Close: Thursday 11 April 2024 at 9.00am

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

**Mount Carmel College** is an ELC - Year 10 Catholic girls school located in Sandy Bay, Hobart, just a few minutes from the city centre.

The College has a rich history, beginning when Mount Carmel Primary School was founded in 1942 by the Sisters of Charity in View Street, Hobart. In 1947, it relocated to its current site, merging in 1957 with St Joseph's College (founded in 1847) to become Mount Carmel College as a Kindergarten to Year 12 school in the Catholic tradition. Today, in what has been reshaped as a Kindergarten - Year 10 College offering a vibrant learning community, we are committed to the development of the whole person: spiritual, academic, social-emotional and physical.

At Mount Carmel College we strive to ensure that our students are nurtured, challenged and cared for. Individuals are encouraged to develop their potential, live their faith and contribute to shaping a socially just society with courage, confidence and integrity. Our goal, working in partnership with parents, is to support our students' educational journey, inspiring them to flourish, to celebrate their many talents and to become advocates of peace and justice.

Generations of young people have had their lives, values and characters shaped through their experience of participating in the life of the College community. We work actively to continue the Charity ethos and traditions in the 21st Century through our commitment to first class learning programs, quality pastoral care, religious education and social justice programs which inspire our students to grow in independence. The students who attend this College inherit the rich tradition of the Church and the legacy of the Sisters of Charity. Our goal is that they learn to actively participate in shaping their world.

Situated in Sandy Bay, Hobart, Mount Carmel's beautiful setting and outstanding facilities provide an inspiring environment for all students. The College enrolls girls from Kindergarten to Year 10, and supports girls to take intellectual risks and to focus on excellence in achievement. The size of our College, approximately 550 students, is a significant factor in its success. It is just the right size to enable a strong sense of belonging. We understand that girls will thrive in a learning environment where they are known, valued and affirmed.

What makes our College unique is our community of people, our dedication to excellence and our focus on student wellbeing. Our College's commitment to "nurture, challenge and care" is seen in action every single day. Working in close relationship with our families, we enable each student to develop the skills for life-long learning: creative and flexible thinking, resilience, empathy, generosity of spirit and an understanding of their spirituality. Our students are encouraged to identify and pursue academic excellence and to actively partake in sporting endeavours, cultural pursuits and social justice initiatives. Our commitment as educators is to walk with our students on their learning and faith journey, encouraging the students in our care to achieve their full potential. We are constantly challenged to consider new ways to improve our practice in the pursuit of excellence.

We are extremely proud of the College's comprehensive curriculum, excellent facilities and resources, learning support programs, dedicated teaching and support staff, co-curricular activities, pastoral care structures and social justice initiatives. As a community we are committed to ensuring that our students experience a faith-filled education where their talents and efforts are acknowledged, where they are supported to achieve excellence and where they are nurtured to flourish as individuals. The success of the College is due to the hard work and dedication of many people - staff, families, students, and community members - all of whom give life to our mission as a Catholic school in the Charity tradition. It has been characterised by a strengthening of spirituality and of the learning culture in the College.

## Role Description

Role title:	College Counsellor
Classification:	School Support Employee - Wellbeing Level 4
Line Manager:	Principal
Key relationships:	Teachers, school/TCEO staff, students, parents, volunteers

## Role Accountability

The College Counsellor will be an essential member of the College Wellbeing Team and as such, will offer expertise in monitoring students' welfare and guiding their pastoral development across the Early Learning Centre to Year 10. The College Counsellor is accountable for the effective delivery of professional wellbeing services that contribute to providing a safe, inclusive and supportive learning environment and enhancing student wellbeing and learning outcomes.

The College Counsellor works autonomously at a professional level, exercising judgement and discretion to ensure that the needs of students are met, their potential is developed, their learning outcomes are maximised and a sense of their control over their own lives is fostered.

Within the role the College Counsellor supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The College Counsellor is responsible to the Principal.

### Catholic Education Tasmania Requirements

As an employee in Catholic Education Tasmania,

- support the mission of the Catholic Church
- support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life
- you must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- you must be familiar with, have an understanding of and uphold and support the implementation of the Archbishop's Charter for Catholic School

## Key Result Areas

### Effective learning outcomes for students

- Support the Principal and Wellbeing Team in the delivery of wellbeing services that contribute to the social, emotional, learning and/or behavioural development of students.
- Undertake cognitive, social, emotional and behavioural assessment of students where appropriately trained, report the results of assessments and interventions to parents and teachers, and collaborate to improve learning and wellbeing outcomes.
- Provide counselling to students, individually and in groups, including appropriate short-term therapeutic interventions undertaken within the scope of training, experience and supervision.
- Maintain confidential case files for all students obtaining counselling or assessment in accordance with organisational and professional requirements.
- Work collaboratively with learning support teams, parents and caregivers, and other agencies, to develop appropriate school based support for students.

- Contribute to the development of and planning for students with special needs by assisting in the design and or delivery of educational plans.
- Assist and support parents and caregivers in addressing the social, emotional, and educational development of their children.
- Guide families in referrals to external professionals when required.
- Where appropriate, case-manage and coordinate the provision of services across multi-disciplinary teams for intervention programs for students with high and/or complex needs.
- Communicate to the Principal and Wellbeing Team any ongoing difficulties, concerns and successes experienced by students or parental concerns.
- Develop whole school, or particular age/year group personal and/or social skills programs e.g. managing issues of depression, anxiety and stress; eating disorders, bullying and harassment, building skills of resilience or other issues.
- Develop and facilitate group seminars and programs for parents on issues concerned with student mental health and wellbeing.
- Provide support and assistance to school leadership and staff at school, on excursions and special events as required.

### **Collegial Support**

- Ensure that teaching staff are informed about the role of the College Counsellor.
- Provide information to teachers and school leadership to support their understanding of learning, emotional, social and behavioural issues for students.
- Assist teachers to identify learning, emotional, social and behavioural issues and understand the process for referral.
- Support and collaborate with teachers to deal effectively with student needs.

### **Risk Management**

- Report directly to the Principal on any matters relating to Child Protection and ensure that mandatory reporting requirements are followed.
- Act as necessary, to provide information to the Principal and Wellbeing Team when relevant issues relating to risk management arise.
- Assist with the development of the school's Critical Incident Plan.
- Respond to and undertake critical incident duties and postvention support services as required.

### **Professional Requirements**

- Maintain professional registration, probity and practice standards as required per the Tasmanian Catholic Education Single Enterprise Agreement 2015 (or its successor).
- Attend approved professional development courses to maintain membership of professional member associations.
- Maintain a network of external professionals to facilitate referrals.
- Attend professional networking meetings as appropriate.
- Prepare advice, reports, proposals and submissions related to student needs and/or as requested by senior staff.

## **Team effectiveness and collaboration**

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain constructive and professional behaviour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by teachers or by the school.
- Respect and protect staff, student and family privacy and confidentiality.

## **Personal effectiveness**

- Demonstrate integrity and meet the standards of conduct expected.
- Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Actively participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

## **Resources and organisation**

- Plan and organise work flow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

## **Safety and professional standards**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
  - contribute to safe systems of work
- promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

## **Personal Capabilities**

- Committed to the provision of the highest standards of professional services.
- Committed to ongoing professional development and maintenance of professional currency.

- Professionalism and discretion at all times in relation to confidential matters.
- Self-directed in carrying out duties
- Able to work independently and as part of a team.
- Able to effectively operate under pressure, multitask and meet deadlines.
- Able to exercise initiative, judgment and discretion in undertaking duties.
- Able to maintain confidentiality when dealing with sensitive information and matters.
- Able to relate to students and with varying needs.
- Able to communicate effectively with a diverse group of people, eg colleagues, students, parents and external professional networks.
- Able to establish and maintain collaborative working relationships and networks.
- High level time management and organisational skills.
- High level interpersonal skills.
- High level numerical and writing skills
- Able to apply literacy, numeracy and reasoning skills to effectively undertake the role.
- Demonstrated proficiency with office equipment and technology.
- Able to resolve problems and conflicts in a constructive manner.
- Flexible and dependable.
- Committed to professional integrity.

## **Evidentiary Requirements**

### **Essential**

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Current Tasmanian vehicle driver licence
- Accreditation A: Accreditation to work in a Catholic school
- A Psychotherapy and Counselling Federation of Australia (PACFA) approved/accredited program of study such as Bachelor degree in a relevant field (eg education and/or health and human services) and specialist training in Counselling or Psychotherapy
- Eligibility for PACFA membership and PACFA Mental Health Practitioner accreditation
- Four years relevant experience

### **Desirable**

- Experience delivering professional services within a multidisciplinary team
- Education sector experience
- Experience providing support to children and young people and their families to address social, emotional, learning and/or behavioural development needs
- Demonstrated awareness of issues impacting on local youth
- Protective Handling Practices training or equivalent

## **Environmental Conditions and Physical Demands**

The College Counsellor will work mostly indoors in classrooms, meeting rooms and other school buildings. They may accompany school classes on field trips, outdoor activities and camps at times. The College Counsellor uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing. Some lifting and carrying of supplies and materials may be required from time to time. The College Counsellor may be required to undertake protective handling techniques.

## Additional Position Information

Start Date:	29 April 2024 (can be negotiated with successful candidate)
Tenure:	Ongoing position, 0.8 FTE - 1.0 FTE 59.5 - 66 hours per fortnight (to be negotiated with successful candidate) 6 Months Probation
Hours of Work:	8.30am - 3.30pm (4 - 5 days per week) One day per fortnight until 4.30pm (to attend a meeting)
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification:	School Support Employee - Wellbeing Level 4 - commensurate with experience.
Remuneration:	Indicative Salary Range: \$94,663 - 109,611 per annum pro rata plus 11% superannuation

## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Read the Role Description, which contains the Key Result Areas (selection criteria)
- Fully completed, signed and dated your Application for Employment form
- Fully completed, signed and dated the Pre-Employment Check form
- Included a brief letter of introduction stating the reasons why you are seeking a position within Catholic Education in Tasmania
- Addressed the Key Result Areas (selection criteria) - this must be done to be considered for the vacant position. Applicants that do not address the Selection Criteria cannot be considered for the position. Two A4 typed pages is sufficient.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. (Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview)

Applications are to be addressed to Lyndal Tewes, Acting Principal, Mount Carmel College and forwarded electronically by 9.00am on Thursday 11 April 2024 to [principal@mountcarmel.tas.edu.au](mailto:principal@mountcarmel.tas.edu.au)

Upon receipt of an application, a confirmation email will be sent back to you within 2 working days.

If you have any further queries regarding your application, please do not hesitate to contact the Principal's Office on 6216 7900 or [principal@mountcarmel.tas.edu.au](mailto:principal@mountcarmel.tas.edu.au)