Chaplain / School Counsellor Position Description

Good Shepherd College

Position Title: Chaplain / School Counsellor	**Scope:** Good Shepherd College / Tarrington Lutheran School
Reports To: Principal	**Award:** LEVNT Multi-enterprise Agreement 2018
Accountable To: Principal	**Salary:** School Officer - Level A (subject to qualifications)
Employment: Full Time / Term time	**Tenure:** 2 years (Extension beyond 2021 is dependent upon future funding arrangements)

GOOD SHEPHERD COLLEGE MISSION STATEMENT
Good Shepherd College is a place of faith and learning where people are inspired, cared for and equipped to live as active contributors in the community.

PURPOSE OF THE POSITION

The primary objective of the Chaplain / School Counsellor role is a member of the Good Shepherd College community working with and supporting the Principal. The Chaplain / School Counsellor will work constructively and collaboratively within this community to ensure the operations of Good Shepherd College are carried out in a highly professional and cohesive manner.

This role will also support Good Shepherd College's sister school, Tarrington Lutheran School two days a week.

In this role, the Chaplain / School Counsellor is to:

- ❏ model service as shown to us by our Lord and Saviour Jesus Christ
- ❏ support the Principal and other college staff in fulfilling the aims and purpose of Good Shepherd College, and to support and maintain the philosophy and ethos of the college as "A place of faith and learning."
- ❏ display the qualities of building positive relationships, good organisation, discernment in decision making and sound communication skills.
- ❏ abide by the Staff Code of Conduct
- ❏ be familiar with and follow the college's policies and procedures
- ❏ carry out the responsibilities to the best of their ability and in a safe manner as outlined the college's Workplace Health and Safety Policy and associated procedures
- ❏ reflect on their own work performance and seek further training or professional development opportunities to update knowledge and skills

The Chaplain / School Counsellor is responsible to the Principal.

PERSONAL SPECIFICATIONS

- ❏ Proven ability to work unsupervised, meet deadlines and set priorities.
- ❏ Demonstrate professionalism and confidentiality appropriately.
- ❏ Use of email, online systems and IT communication tools.
- ❏ Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures.
- ❏ A personal commitment to the College vision and values, with demonstrated Christian integrity in all things

KEY DUTIES AND RESPONSIBILITIES

The well-being of the students is the primary responsibility of the Chaplain / Student Counsellor. The incumbent will provide care and support for students across the Junior and Senior campus' of Good Shepherd College and to Tarrington Lutheran School through appropriate counselling, referral to outside organisations and working in partnership with parents, caregivers, College pastoral care team and Principal.

The Chaplain / Student Counsellor will apply the highest standards of professional conduct and, within the constraints of confidentiality, maintain ongoing communication with staff and families to ensure high quality provision of care. The Chaplain / School Counsellor is directly answerable to the Principal and is expected to contribute to the strengthening of college culture in the following areas:

1. **Strengthening Lutheran Identity**
   - 1.1. Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership.
   - 1.2. Support the Lutheran ethos of the college (as outlined in the Framework for Lutheran Schools).

2. **Enhancing Excellence in Pastoral Care**
   - **2.1. Pastoral Care**
     - **2.1.1.** Provide programmes and lead groups to cultivate healthy student self-esteem, body image and relationships;
     - **2.1.2.** Provide pastoral care and support, especially for students experiencing a crisis or loss and students with special needs (and potentially their families also);
     - **2.1.3.** Support the development of healthy relationships amongst students, assisting in conflict resolution situations as requested (using a Restorative Practices approach);
     - **2.1.4.** Be involved in a variety of initiatives intended to cultivate the spiritual and holistic wellbeing of students (eg pastoral care groups, Chapels, camps, etc);
     - **2.1.5.** Foster a sense of community in the school and help students to connect with one another and with those who can help them, including periods of transition;

   - **2.2. Counselling Services (student counselling and referrals)**
     - **2.2.1.** Provide effective and appropriate counselling to students of the College which may also include referral to outside organisations, agencies or programs
     - **2.2.2.** Develop collaborative relationships with staff, parents/caregivers and the wider community to ensure best practice in student pastoral support
     - **2.2.3.** Develop an effective referral system for the counselling of students
     - **2.2.4.** Undertake specific tasks as requested by the Deputy Principal on behalf of the Principal in relation to student referrals and associated advice or recommendations
     - **2.2.5.** Maintain effective communication with staff, College management and parents/caregivers to provide appropriate feedback.

2.3. Administration (record keeping, relationships, resources, WHS)

2.3.1. Keep thorough records of all counselling sessions ensuring official legal retrieval of records is accessible if necessary

2.3.2. Develop effective working relationships with the Head of Junior Campus, Deputy Principal. local Pastors and other relevant staff

2.3.3. Make available to students and families, resources to assist with student well-being

2.3.4. Assume duties in the role as a member of the Critical Incident Management Team

2.3.5. Develop a working knowledge of current, relevant legislation and legal requirements

2.3.6. Develop knowledge of WHS principles and their application in the workplace

2.3.7. Perform any other reasonable duties as directed by the Principal or Deputy Principal.

2.4. Student Interaction (provision of services, advocacy)

2.4.1. Provide one to one or small group counselling for students.

2.4.2. Advocate for students in identified situations.

2.4.3. Support for student transition to the senior campus.

3. Engage in Ongoing Improvement and Innovation

3.1. Engage in ongoing professional learning to update knowledge and practice, targeted to professional needs and college priorities.

3.2. Engage in reflection, collaborative planning, monitoring and review.

4. Community Building

4.1. Foster effective partnerships with students, staff, parents and members of the wider community.

4.2. Act professionally at all times in dealing with students, peers, members of the profession and members of the community.

4.3. Actively support the co-curricular program of the college.

5. Leading Effective Organisation and Management

5.1. Know and adhere to college policies and procedures.

5.2. Have an awareness of personal health and well-being for themselves and their colleagues.

5.3. Adhere to the workplace health and safety requirements of the position.

5.4. Assist with other college activities as required, such as front office duties and events.

SELECTION CRITERIA

The successful applicant will need to demonstrate or have the demonstrated capacity to respond to the capabilities described below:

SC1 **Strengthening Lutheran Identity** - What influenced you to consider service in a Christian school and what is your commitment to, and understanding of, a Christian ethos?

SC2 **Excellence in Teaching and Learning** - What skills, experience or knowledge do you have in working with young people, especially in a Chaplain / School Counsellor role?

SC3 **Ongoing Improvement and Innovation** - What other skills, experience or knowledge can you bring to the college (eg. music, drama, sport, outdoor education, camps, agriculture)?

SC4 **Building Community** - How do you build positive relationships with students, parents, colleagues and the wider community (provide examples)?

SC5 **Leading Effective Organisation and Management** - How do you ensure that you manage competing demands and maintain focus on the key elements of your role?

SC6 **Personal Qualities** - Do you have, or are you eligible to receive a Working with Children check and have you ever had any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect your suitability to work with children?

CHILD SAFETY

As Good Shepherd College has a commitment to child safety, staff will be responsible for understanding, applying and promoting the college's child safety commitment, policies and procedures, including:

- complying with the college's Child Protection policies;
- identifying and proactively addressing risks;
- identifying indicators of possible child abuse;
- reporting concerns;
- taking all practice steps to protect students where a risk to their safety has been identified;
- managing disclosures;
- promoting resilience and reporting amongst students.

WORKPLACE HEALTH AND SAFETY

All staff are expected to comply with the WH&S Policy, legislative requirements and to adhere to safe work practices by:

- ensuring adherence to WH&S policies and procedures.
- consulting with staff on WH&S issues.
- ensuring that staff are equipped with the information, instruction, training and supervision that they need to work safely
- identifying and assessing, if necessary, and controlling hazards within their area of responsibility
- encouraging early reporting of incidents
- assisting with initiating early return to work on suitable duties after a workplace injury
- ensuring that all staff, including volunteers and contractors, are aware of, and abide with, all relevant health and safety procedures
- ensuring all plant and equipment is properly maintained
- acting as a role model by demonstrating safe work behaviours

EXPERIENCE, QUALIFICATION AND SPECIAL CONDITIONS:

- ❏ Certificate IV in Youth Work; or Certificate IV in Pastoral Care; or an equivalent qualification or higher, recognised through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution. The Certificate or equivalent qualification must include competencies in mental health and making appropriate referrals;
- ❏ Ability to operate within a Christian context and framework;
- ❏ Understanding of youth and adolescent social and emotional needs;
- ❏ Demonstrated experience working within a school environment would be advantageous.
- ❏ Possess current Working with Children (WWC) Check