



## **School Counsellor**

**Leave replacement position commencing 16 April until 2 August, 2018**

**0.8 FTE over 4 days per week**

**The successful applicant will be working in Senior School (Keilor Campus) and Year 9 (Taylors lakes Campus)**

### **ABOUT OVERNEWTON COLLEGE**

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website: [www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au).

### **ABOUT THE POSITION**

The College is seeking a suitably qualified and experienced School Counsellor to work with students, staff and families at Canowindra on Taylors Lakes Campus and in the Senior School (Year 9 – 12) at Keilor Campus.

The position will report to the College-wide Head of Student Services, and the incumbent will be a member of the Canowindra and Senior School Wellbeing Team, along with the Chaplain, Head of School, Deputy Head, Head of Learning Development and Support (as necessary) and Campus Nurse (as necessary).

### **Key Selection Criteria**

- Demonstrate an understanding and acceptance of the Overnewton Anglican Community College mission statement and the values that underpin it.
- A Degree majoring in Psychology/Social Work.
- Current registration with the Psychology Board of Australia (PBA) or Australian Association of Social Workers (AASW).
- Demonstrated ability in counselling which reflects current therapeutic practices in working with students and their families, who may come from a variety of backgrounds.
- Demonstrated ability to work with individual families and support them in times of need
- Demonstrated experience in the development and implementation of programs, policies and procedures for students and the school community.
- Evidence of well-developed interpersonal, written and oral communication skills appropriate to a range of contexts.
- Demonstrated ability to establish and maintain effective consultative and working relationships with people from diverse professional, cultural and linguistic backgrounds that enhance the provision of effective services for students at risk.
- Experience in an educational setting is preferable along with a demonstrated understanding of the implications of being a counsellor in an Independent school.
- Proven ability to work effectively as a team member as well as independently, with demonstrated high-level organisational and time management skills.
- Proven ability to recognise the need to refer cases on to suitable external professional agencies when appropriate.

## **Responsibilities**

### **Services**

- To provide a high-quality counselling service and undertake individual and group support where appropriate to students, staff and families of Overnewton Anglican Community College.
- Provide professional assessment, interventions and follow up support to students and families as required.
- Link families with the College, community services and other avenues of support.
- Proactively raise with the College, issues which affect the parents and students and ways in which these might be addressed.
- To contribute, on an individual or collaborative basis, to the planning and provision of workshops and programs for staff, students and parents to support understanding of essential and/or current issues.
- To support staff in the process of identifying and responding to students 'at risk'.
- To provide educational programs for students, staff and parents to support student wellbeing issues.
- Participate in the development and implementation of relevant school policies, procedures and programs with a focus on enhancing the wellbeing of staff, the school community and students, particularly those at risk.
- On a needs basis, visit the homes of our families.
- Provide regular feedback and information to the Wellbeing Team regarding information gathered from home visits.
- Attend and support College activities such as parent education and information nights, camps and others as requested by the Head of Student Services and the Head of School. From time to time these may occur outside normal working hours.

### **Administration**

- To ensure the maintenance of accurate and confidential records are kept about students.
- To maintain client and statistical records and periodical summary statistical reports for the Student Services Team.

### **Consultation/Liaison**

- To meet on a regular basis with the Head of Student Services and other School Counsellors to review all cases and ensure the effectiveness of the services being provided.
- To meet with the College counselling team to share case management and referrals information.
- Attend Student Wellbeing Team Meetings, Staff Meetings and briefings.
- To provide consultation and advice to Learning Development and Support and other relevant staff and attendance at Student Support Group meetings (as required).
- To maintain effective communication with referring teachers and other relevant college leaders and staff in order to provide appropriate and regular feedback (within the bounds of confidentiality).
- To maintain a visible profile within Canowindra and the Senior School.
- To liaise with external support agencies providing specialist support for students.
- Establish and maintain links with relevant community support agencies, allied professionals and school networks with a view to optimising services available for students at risk that focus on primary prevention, early intervention and continuity of care.

### **Professional Development**

- To engage in appropriate and regular supervision.
- To engage in ongoing professional development, so as to enable the provision of a high standard of service delivery to members of the college community.
- To provide information to staff regarding community facilities and services available to students and their families.
- Act as a consultant to teachers and families on matters relating to student wellbeing and development.

## **ABOUT THE PERSON**

The person selected will have qualifications in psychology or social work and be experienced in working with children, adolescents and families. They must be able to demonstrate excellent communication skills with a proven ability to deal effectively and sensitively with student wellbeing issues.

### **Conditions of employment at Overnewton College**

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children Card.
- It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and will be involved in the co-curricular program as required.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

## **THE SELECTION PROCESS**

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Student Services.

- ★ *All applicants are required to complete the appropriate application form, including additional information as specified on the form found at [www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au)*
- ★ **Applications which do not include evidence of registration with the Victorian Institute of Teachers (VIT) will not be considered.**

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant  
Email: [humanresources@overnewton.vic.edu.au](mailto:humanresources@overnewton.vic.edu.au)  
Telephone: 03 9334 0035

### **EMAILED APPLICATIONS PREFERRED**

- ★ **Applications close at 5 pm on Tuesday 20 March, 2018.**

**Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph.: 9334 0035).**