



**OVERNEWTON**  
ANGLICAN COMMUNITY COLLEGE



*Appointment of*

**School Counsellor**

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# College Overview

Founded in 1987, Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for 2,100 students across two campuses, located in Taylors Lakes and Keilor. Overnewton strives to be an inclusive learning community, providing a respectful environment where all students can aspire to excellence in a broad range of curricular and co-curricular programs. We value our Christian foundation, and the importance of parents as active members of our College, working in partnership to prepare our students to be mentally, physically and spiritually ready for life.

All staff participate fully in the life of Overnewton, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton as an employee means being part of a motivated, caring and professional community, innately believing that students are at the centre of all that we do. The College is a nurturing, passionate and inspiring environment where our engaging programs, progressive pedagogy and excellent pastoral structures ensure that every child and young person can feel a sense of connectedness, purpose and pride.

## Four schools, two campuses, one college

The College is organised into four sub-schools;

### Canowindra Campus (Taylors Lakes)

Junior School (Prep – Year 4)  
Year 9

### Yirramboi Campus (Keilor)

Middle School (Years 5 – 8)  
Senior School (Years 10 – 12)

Each School has its own Head of School and leadership team, and is functionally self-contained. This structure offers the intimacy of a small-school community, whilst being supported by our large campus facilities and resources.

## Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation. We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

## Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith. Our College values are;

### 1. Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

### 2. Respect

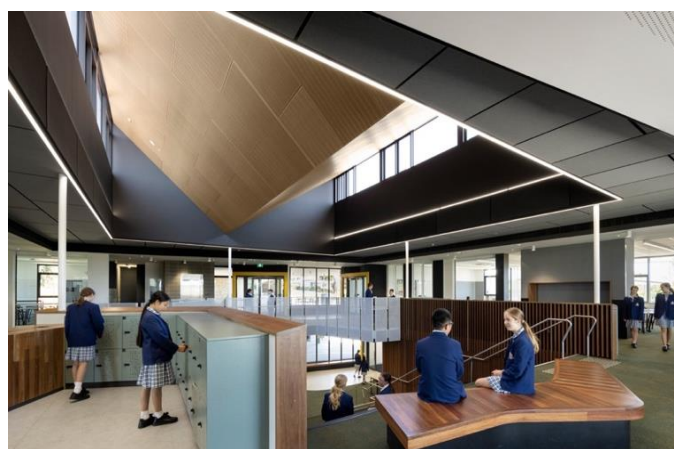
We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

### 3. Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

### 4. Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.





### Proudly Anglican

Our Christian foundation informs and strengthens our contemporary practice and Anglican identity. The College has a Chaplain and every child attends Chapel regularly. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Prep to Year 11. We are an open and safe place for children and staff of all faiths, and no faith, and welcome their contribution to our spiritual life.

### Strong academic outcomes

We provide a wide range of VCE subject choices, including the Vocational Major, as well as excellent student support services. We are proud of our open enrolment policy, welcoming students from a wide variety of backgrounds and knowing that every student is an individual, with their own learning needs. We strive for outstanding outcomes for every student and our consistently strong VCE and NAPLAN results are evidence of the strength of our programs to promote personal excellence for all.

### Parental involvement

Recognising that education is a partnership, the College seeks high parental engagement and each family currently contributes 12 hours of service to the College per term. There are many parent working groups helping in areas such as classroom assistance, gardening, yard duty, administrative support, catering, canteens and the annual fair. There are also regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.



## Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being 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.



# Position Overview

<b>Position Title</b>	School Counsellor
<b>Campus:</b>	Both Yirramboi and Canowindra Campuses
<b>Reports to:</b>	Student Counselling Coordinator
<b>Time Fraction:</b>	0.6 FTE
<b>Tenure:</b>	Fixed Term Contract until 11 December 2024, with the possibility of ongoing
<b>Effective date:</b>	April, 2024

## Position Summary

Overnewton College is seeking a suitably qualified and experienced School Counsellor to work with students, staff and families across both its Canowindra and Yirramboi Campuses.

The position will report to the Student Counselling Coordinator and will be a member of the Student Services Team, along with the other School Counsellors, Campus Nurses and administrative staff.

## Position Relationships

- Principal
- Director of Wellbeing
- Student Counselling Coordinator
- Deputy Principal Heads of Campus
- Key Pastoral Leaders across the College
- Nurses
- Counsellors
- Student Services Administration Staff
- Students
- Staff





# Key Responsibilities

## Services

- To provide a high quality counselling service and undertake individual and group support where appropriate to students 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;
- Attend and support College activities such as parent education and information nights, camps and others as requested by the Student Counselling Coordinator and the Director of Wellbeing. 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 Student Counselling Coordinator 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 the College community;
- 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.



# Key Selection Criteria

- Demonstrated experience 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.
- Support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.
- Commitment to the Overnewton College Values.

# Relevant Skills, Knowledge and Experience

- The successful candidate 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.
- A Post Graduate Degree majoring in Psychology/Social Work (Educational Psychology is preferred but not essential).
- Current registration with the Psychology Board of Australia (PBA) (as part of Australian Health Practitioner Regulation Agency (AHPRA)) or Australian Association of Social Workers (AASW).
- A sound knowledge of, or experience in a comparable independent school setting will be highly regarded.

# Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton is an equal opportunity employer and enforces nondiscrimination 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.





# Application and Selection Process

## Application Process

Written applications should be emailed to [humanresources@overnewton.vic.edu.au](mailto:humanresources@overnewton.vic.edu.au) and should include:

- A brief cover letter of no more than one page outlining your interest in the role;
- A CV, of no more than five pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than two pages, which summarises your educational and wellbeing philosophy and significant experience relevant to the key responsibilities;
- The contact details of three referees, one of whom should be your current, or most recent, line manager.

Note that referees will **not** be contacted without your prior consent.

## Selection Process

A preliminary short list of applicants will be prepared, and first and subsequent rounds of interviews will be conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions, including salary, will be negotiated with the preferred candidate.

**Applications will be processed as received.**

