

# JOB DESCRIPTION & PERSON SPECIFICATION



**St Martins Lutheran College**  
Grow in Christ | Growing the Future

<b>Position Title:</b>	College Counsellor
<b>Position Classification:</b>	As per Employment Agreement
<b>Tenure:</b>	As per Employment Agreement

## COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

## COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals.

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The College Counsellor provides a professional and confidential counselling service to support the wellbeing, resilience, and learning of students. The role encompasses direct support for students and families, capacity building for staff, and contribution to whole-school wellbeing initiatives.

Key responsibilities include delivering individual and group counselling, coordinating multidisciplinary support for students with complex needs, and providing timely crisis intervention when required. The Counsellor works in partnership with families, staff, and external agencies to ensure a coordinated and holistic approach to student wellbeing.

The College Counsellor also contributes to the design and delivery of preventative and early intervention programs. In addition, the role requires accurate record-keeping, compliance with legislation and College policy, and active participation in critical incident response.

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### 2. Reporting / Working Relationships

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The College Counsellor reports directly to the Head of Pastoral (R-12) and works collaboratively with College leadership, Student Care and Inclusion & Diversity teams, and teaching staff to ensure coordinated support for students. The role engages closely with students and families, providing counselling, advocacy, and guidance, and liaises with external professionals and agencies to support students with complex needs.

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### 3. Special Conditions

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The College Counsellor is required to maintain the highest standards of professional conduct, confidentiality, and ethical practice at all times. Some flexibility in hours may occasionally be required to support College events, student needs, or critical incidents.

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## 4. Statement of Key Outcomes & Associated Activities

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### Student and Family Support

- Provide a proactive, accessible, and confidential intake, assessment, and triage service for students referred by staff, parents, or self-referral.
- Conduct assessments of students' wellbeing needs, identify barriers to learning and engagement, and deliver appropriate evidence-informed counselling interventions.
- Offer short-term individual counselling to support students with social, emotional, behavioural, and mental health needs, and refer to external professionals or agencies when longer-term or specialised support is required.
- Coordinate multidisciplinary support for students with complex needs, including liaison with external health and welfare services, and the development and implementation of Individual Plans (e.g. Behaviour Support Plans, Return-to-School Plans, Safety Plans).
- Provide crisis intervention, risk assessment, and immediate support for students experiencing acute distress, trauma, or safety concerns, ensuring appropriate follow-up and referral where required.
- Facilitate small group programs for common student needs (e.g. grief, resilience, stress management, peer relationships).
- Collaborate with families to strengthen their understanding of their child's needs, support family discussions, and assist in setting appropriate goals for student wellbeing and development.

### Wellbeing Programs and Whole-School Support

- Contribute to the design, delivery, and evaluation of whole-school wellbeing initiatives that promote positive mental health, resilience, and social-emotional learning.
- Collaborate with College leaders, Student Care Teams, and teaching staff to integrate wellbeing strategies into classroom practice and co-curricular programs.
- Develop and deliver preventative and early intervention programs (e.g. mental health literacy, transition supports, anti-bullying, peer support, and help-seeking behaviours).
- Provide professional learning, resources, and consultation to staff to build capacity in identifying and responding to student wellbeing and behavioural concerns.

### Staff Support

- Provide consultation and guidance to staff on strategies that support student wellbeing, behaviour management, and classroom engagement.
- Support staff in the implementation of Restorative Practices, including facilitating or participating in restorative conferences when required.
- Assist staff in identifying when students and families may need referral to external services, and provide advice on appropriate referral pathways.
- Contribute as a member of the College's Critical Incident Management Team, providing professional input during incidents and assisting with follow-up support.
- Deliver or contribute to professional learning and workshops for staff on mental health, resilience, and wellbeing strategies, strengthening their capacity to support students.
- Provide advice and support to staff regarding legislation, policies, and best practice approaches related to student safety, wellbeing, and child protection.

### Administration & Compliance

- Maintain accurate, timely, and confidential records of all counselling sessions, case notes, referrals, and risk assessments in line with College policy, professional standards, and legislative requirements.

- Ensure compliance with relevant laws and regulations, including privacy, mandatory reporting, and child protection legislation.
- Manage competing administrative priorities effectively, balancing student-facing responsibilities with required documentation, reporting, and compliance tasks.

### **Statement of Flexibility**

This job description outlines the key responsibilities of the College Counsellor. As the strategic and operational needs of the College continue to develop, the scope of this role may evolve over time. The College Counsellor is expected to demonstrate a high level of adaptability and agility, taking on other responsibilities, as required, that align with the College's priorities and their professional expertise. A collaborative approach and willingness to contribute beyond defined duties will be essential in supporting the College's ongoing growth and direction.

# PERSON SPECIFICATION

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## 1. Educational / Vocational Qualifications

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- Hold a relevant tertiary qualification, such as counselling, psychology or social work
  - Member of the Australian Psychologists and Counsellors in Schools (desirable)
  - A current South Australian Working with Children Check for paid employment
  - Evidence of current Responding to Risk of Harm, Abuse and Neglect (RRHAN) training
  - A minimum of Basic Emergency Life Support training
  - Valuing Safe Communities training, willingness to complete upon appointment
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## 2. Personal Skills, Abilities & Aptitude

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- Ability to apply specialist interpersonal and counselling interview skills and an ability to use a broad range of counselling strategies to support students.
  - Proven ability to handle sensitive information with discretion, respecting professional codes of ethics and College policies.
  - Excellent verbal and written communication skills, with the ability to engage respectfully and effectively with students, families, staff, and external professionals.
  - Capacity to build trust and rapport with young people, while showing genuine care, sensitivity, and cultural awareness.
  - Ability to work both autonomously and effectively as part of a multidisciplinary team, liaise with external agencies, and contribute positively to the wider College community.
  - Proactive approach to identifying issues, assessing risks, and implementing effective strategies to support wellbeing.
  - Capacity to manage challenging situations, maintain professional boundaries, and model healthy wellbeing practices.
  - Ability to respond flexibly to diverse needs, critical incidents, and changing circumstances while maintaining a calm and professional presence.
  - Strong administrative and time-management skills, with the ability to balance student-facing priorities with compliance, record-keeping, and reporting requirements.
  - Basic ICT skills, including the ability to use student management systems, software to maintain records, prepare reports, and support effective communication.
  - Commitment to the College's Christian ethos and to fostering a caring, faith-based learning environment.
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## 3. Experience

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- Demonstrated experience providing counselling to children and adolescents, preferably within a school or educational setting.
  - Experience in crisis intervention, risk assessment, and supporting students with complex needs.
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## 4. Knowledge

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- A strong understanding of child and adolescent development and key issues in managing mental health for adolescents as they relate to student learning and wellbeing.
- Knowledge of evidence-informed counselling practices, wellbeing frameworks, restorative practices and child/adolescent mental health.
- Familiarity with relevant legislation, including mandatory reporting, child protection, and privacy requirements.

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## 5. Work Health and Safety

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All staff are expected to comply with the College's WHS Policy by taking reasonable care for their own health and safety, as well as that of colleagues and others in the workplace. This includes using and maintaining equipment correctly, keeping work areas free from hazards, reporting safety incidents promptly, and ensuring that their actions do not place others at risk. Staff must also cooperate fully with St Martins Lutheran College in all measures required to maintain a safe and healthy work environment.

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## 6. Performance Standards & Review

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An annual Professional Development Plan is completed with the Head of Pastoral Care (R-12) to review the capacity to meet role requirements, identify any additional training needs, and discuss overall job satisfaction.

# APPROVAL

Job Description & Person Specification Approved

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(Print Name)

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(Signature)

Date:

Acknowledged by Person Selected

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(Print Name)

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(Signature)

Date: