



Moreton Bay Boys' College

Life adventurers. Life achievers.

College Counsellor Part time (0.6) Duties and Responsibilities

General Information

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School encompasses Prep to Year 6 while the Secondary School encompasses Years 7 to 12.

College Vision

The College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy's critical thinking and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens. In brief, Moreton Bay Boys' College strives to develop our boys into young men of faithful service, leadership and integrity, while at MBBC – and into the future.

Relationship with Moreton Bay College

An historic turning point in the College's evolution occurred on July 1, 2011 when Moreton Bay Boys' College (MBBC) and Moreton Bay College (MBC) became formal partners on the premise that "Together we are Stronger". Governed by a joint Board and led by a single Executive Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with our core values of Care, Character, Engagement & Team work at its core. Accordingly, all employees are expected to model the same attributes of respect, care and courtesy for others in their dealings with each other and the College.

The Counsellor acknowledges and is responsive to the diverse needs of the contemporary the College, which is an increasingly complex community of teachers and learners. This response occurs in partnership with members of the College community as an integral part of the educational endeavours of that community.

The College Counsellor

The **College Counsellor** provides support and consultation with students and staff in the form of counselling, information and, where required, referral for assessment. The Counsellor works closely with specialist staff to proactively develop and implement programs which support the wellbeing of the College's students, staff and families. The Counsellor at MBBC deals with a broad range of counselling issues and in that regard, the Counsellor will demonstrate an ability to appreciate and support the needs of boys at the College.

1. APPOINTMENT

- 1.1 The **College Counsellor** is expected to support the College community (Executive Principal, Head of College, staff, students and parents) in contributing to and promoting the development, alignment, attainment and review of the mission and strategic goals for the Colleges.
- 1.2 The **College Counsellor** is appointed by the Executive Principal and responsible to the Head of Secondary, Head of Primary and ultimately to the Head of College. The person in this role is expected to work closely with the all the members of the College's Senior Leadership Team and is a member of the Pastoral Leadership Team
- 1.3 The **College Counsellor** has responsibilities across the whole College (P-12).
- 1.4 Salary and conditions are in keeping with the *Moreton Bay Boys College Enterprise Agreement 2016*.
- 1.5 The **College Counsellor** is expected to work collaboratively with the staff at MBC including his/her counterpart to develop alignment where appropriate and foster establishment of a shared professional culture across the two schools.
- 1.6 All members of staff participate in an annual process of professional reflection as outlined by the Head of College. This document, Duties and Responsibilities, serves as the basis for this reflection.

2. SPECIFIC DUTIES (The list is neither prescriptive nor exhaustive)

- 2.1 Provide individual counselling and guidance, primarily to students who may be self-referred, or referred by other school staff.
- 2.2 Assist with the planning, development and implementation of individual and group programs aimed at assisting students and families with social and emotional wellbeing.
- 2.3 To collaborate with the pastoral care team in the development and delivery of preventative and early intervention programs throughout the school with a view to enhance the positive mental health and wellbeing of students, staff and families.
- 2.4 To liaise and assist the pastoral care team in monitoring, advising and supporting students in their personal development.
- 2.5 Establish and maintain contacts with qualified personnel and welfare agencies so that students requiring therapeutic counselling or intervention beyond the resources of the College can be referred to the appropriate outside agency with prior agreement of the student and/or parent. These agencies may include paediatricians, psychiatrists and other allied health providers.
- 2.6 To act as a point of contact between the school and the student's family and external practitioners when appropriate to ensure positive outcomes for students.
- 2.7 To be the case manager for students with complex pastoral needs, including regular monitoring and review of the pastoral support plans in place.
- 2.8 Work in collaboration with and provide advice to teachers, specialist staff and the Head of College on matters regarding particular students' welfare.
- 2.9 Work collaboratively as part of a team in responding to and containing critical incidents affecting the College community.
- 2.10 Consult and work collaboratively with parents/carers to further the well-being of students.
- 2.11 Report and problems/issues associated with student welfare or particular students at risk at the College, in accordance with professional and statutory requirements.
- 2.12 Inservice staff as required to support MBBC initiatives (eg. Student protection, anti-bullying, social and emotional learning, behaviour support).
- 2.13 Be familiar with and adhere to detailed procedures for efficient and professional processes of referral, implementation of services, and reporting mechanisms that account for the sensitivity and complexity of presenting concerns, the judgement to balance the ethical issues of confidentiality of each student with the need to inform others, and the significance of legal

implications associated with the provision of incorrect or inappropriate information, advice or action.

- 2.14 Maintain a comprehensive and professional record keeping system that complies with policy and legal requirements of parental and legal access to official records as per APS Guidelines.
- 2.15 Be eligible for membership of Australian Psychological Society (APS).

3. ADMINISTRATION AND COMPLIANCE

- 3.1 Maintain accurate, mandatory up to date records of student confidential, personal and sensitive information that complies with policy and legal requirements.
- 3.2 Ensure confidentiality and informed consent whilst balancing the need to inform others.
- 3.3 Participate in the development of policies and guidelines when required.
- 3.4 Develop and manage the guidance and counselling service and resources.
- 3.5 Ensure students who are self-referred or referred by other staff are seen promptly and with appropriate regularity for their needs.
- 3.6 Keep the Head of College updated on the progress of all assigned students, especially those deemed at higher risk.
- 3.7 Attend planning days on a regular basis and participate in peer consultation with other staff.
- 3.8 Attend regular case management meetings with relevant staff and report matters of particular concern weekly to the Head of College.
- 3.9 Participate in continuing professional development and maintain awareness of current research by attending conferences, other professional activities and by professional reading.
- 3.10 Attend College meetings, as required.
- 3.11 Present to students and staff on welfare related issues as required.
- 3.12 Running small group program as required.
- 3.13 Support the College's admissions program by publicly and privately supporting the College to past present and future families.
- 3.14 Other duties which the Head of College may delegate from time to time.

4. SKILLS AND ABILITIES

- 4.1 Counsellors provide a unique source of expertise and experience and therefore, will require a background that includes individual and group counselling skills and competent interpersonal and communication skills.
- 4.2 Well-developed organisational and administrative skills
- 4.3 Strong, effective communication skills
- 4.4 The capacity to work as a team member
- 4.5 Excellent time management skills
- 4.6 High level educational and counselling skills and experience working with boys aged 5 - 18 years

5. EDUCATION AND EXPERIENCE

- 5.1 Post graduate Psychology qualification is preferred.
- 5.2 Experience in counselling boys is mandatory.

6. CERTIFICATES, LICENSES AND REGISTRATION

- 6.1 Membership of the Australian Psychological Society would be an advantage.

Note that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys' College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 1995*.

As a condition of employment all teaching staff are to provide copies of their academic transcripts and evidence of their current Queensland College of Teachers Registration. Teachers are required to maintain their renewal of registration with the Queensland College of Teachers for the duration of employment.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

APPLICATION

Suitable applicants should apply by submitting an application that clearly provides detail about each of the following:

- a statement of reasons why you are applying for this position;
- a current CV that clearly details experience, particularly in relation to the above skills and abilities;
- any additional information you may wish to submit; and
- the names and contact details of two professional referees.

Please submit the information above as one document.

Please note :

All applicants must declare

- any convictions of any criminal offences
- that all information supplied is accurate and complete

Applications close at 9am Tuesday 20 November 2018