



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

SCHOOL COUNSELLOR

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

Rockhampton Girls Grammar School prides itself on being an outstanding school in Regional Queensland that works in active partnership with students, staff, families and community so that girls:

- are inspired, challenged and supported to be strong in mind, body and voice;
- have the self-belief to pursue excellence in all endeavours;
- develop a lifelong aspiration for learning- 'Non Scholae, Sed Vitae'; and
- embrace the School's values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief and resilience to confidently embrace their futures.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- Courage and integrity
- Respect
- Pursuit of excellence
- Innovation and tradition
- Connection and inclusivity
- Intellectual curiosity

OUR MOTTO

Clever, Confident and Connected.

THE ROLE

Position Title:	School Counsellor
Commencement:	09 September 2024
Employment Period:	05 December 2025
Employment Type:	Permanent Part Time – Term Time Only – Fixed Term Contract 22.8 hours per week Some school holiday hours required for Professional Development
Salary:	Subject to experience and qualifications
Reports To:	Deputy Principal – Students
Date Prepared:	11 July 2024

POSITION OBJECTIVE

The Rockhampton Girls Grammar School Counsellor is a vital part of a multi-layered network of support for students in prep through to year 12.

Led by the Deputy Principal- Students, the School Counsellor will support the pastoral care and wellbeing needs of primary and secondary students in collaboration with:

- Head of Boarding
- Director of Primary
- Director of Secondary
- Learning Enhancement Coordinator
- Secondary Pastoral Care Mentors and Primary Teachers

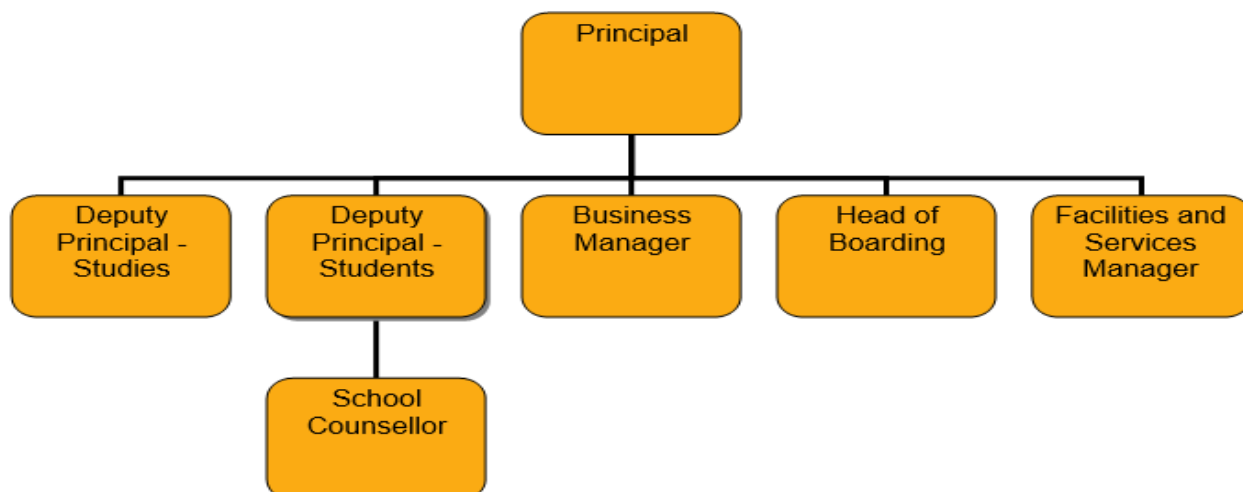
They are responsible for providing professional expertise, leadership, and support to the school community (including students, staff and parents/ caregivers) in the development and implementation of plans, programs, and strategies to assist students in achieving positive personal, social-emotional and educational development.

The Counsellor is responsive to identified personal, social, and educational needs of students and aims to foster resilience and personal development.

This role is a permanent part-time position. Occasional weekend and evening work may be required from time to time to support students and their families on an 'as needs' basis.

ROLE ACCOUNTABILITY

KEY PROFESSIONAL RELATIONSHIPS



KEY ACCOUNTABILITIES

DUTIES AND RESPONSIBILITIES

The School Counsellor:

- Collaborates with teachers, non-teaching staff including boarding supervisors, the Executive Team and parents/caregivers to provide appropriate counselling services and wellbeing programs for both day students and boarders.
- Facilitates proactive and preventative practices and initiatives that promote positive social emotional and educational development, and the mental health and wellbeing of all students.
- Intentionally collaborates with relevant staff regarding Girls Grammar's Pastoral Care Program.
- Selects and uses a wide range of appropriate, counselling and support strategies to suit the emotional and psychological needs of a diverse range of students with a focus on prevention, intervention and student learning.
- Is a Child Protection Officer in the school and addresses Child Protection concerns in a timely, professional and confidential manner.
- Builds relationships with families, school staff and external service providers, to support identified and changing student counselling needs.
- Understands the ethos, policies and procedures associated with being an Independent all-girls Grammar School.
- Provides leadership and support in response to student protection issues, critical incidents, and risk management.
- Provides psycho-educational and other assessments as requested by Principal or PD - Students.
- Effectively manages a case load of counselling.
- Accurately records conversations and updates student confidential notes in a timely fashion and communicates these with relevant members of staff.
- Maintains standards of practice that are consistent with registration boards and membership of professional associations.
- Maintains confidential and professional boundaries within the scope of counselling practices in a school environment.
- Values contributions to the life of the school.
- Delivers relevant Professional Development to staff and families where required and follows up where necessary in response to school and student needs.
- Embraces opportunities to reflect upon personal and professional practice and further develop relevant skills and knowledge.
- Collects, analyses and retains data on groups, trends and outcomes for students who are at risk. Reports emerging trends to Deputy Principal - Students at fortnightly meetings.
- Works effectively with parents and caregivers to support their daughter and the School in relation to mental health and wellbeing needs. Make appropriate referrals of students and or their families to external services or providers where applicable.
- Responds to critical incidents impacting students as per policies, under the direction of Deputy Principal- Students and Principal as required.
- Effectively and efficiently completes administrative tasks, maintaining accurate records and meeting deadlines.
- Maintain confidentiality regarding sensitive or private information about students, families, colleagues and the School, and also communicate information appropriately to the Deputy Principal – Students and Principal.
- Attends Monday morning staff briefings, after school professional learning sessions where required and other professional learning sessions as requested.
- Attend weekly Pastoral Care meetings and other meetings where required or requested in relation to student wellbeing.

- Models' high standards of punctuality, dress, communication and professionalism.
- Engages in annual staff training, including but not limited to Child Protection.
- Poses excellent communication skills, self- awareness and emotional intelligence.
- Undertakes professional development as relevant to the specific professional requirements.

Any other duties as relevant to the role and as directed by the Deputy Principal – Students or Principal.

COMMUNICATION, REPORTING AND DOCUMENTATION

- Provides regular reporting to the Deputy Principal-Students and where necessary the Principal and the Board on counselling usage, external referrals, wellbeing programs and initiatives.
- Develops processes and a system for tracking and reporting on student wellbeing data.

ESSENTIAL COMPETENCIES

QUALIFICATIONS

- Student Guidance and Counselling and/or Psychology qualifications with appropriate memberships/ registrations.

SKILLS, KNOWLEDGE & EXPERIENCE

- Excellent interpersonal skills and demonstrated ability to communicate sensitively and confidentially with students, parents/ caregivers, and staff.
- Successful experience as a School Counsellor or Guidance Counsellor in an educational setting with a focus on prevention, intervention and student learning.
- Understanding of the social, emotional and behavioral dynamics of students across a broad age range (Prep to Year 12).
- Demonstrated experience building positive relationships with students, families, and colleagues in an educational setting.
- Experience in report administration, interpretation and writing.
- Ability to work collaboratively in a team environment.
- Demonstrated high level of organizational and time management skills.
- Collaborative professional who builds positive relationships with others.
- Demonstrated high degree of flexibility in approach to working with children, adolescents, their families and in an educational setting.

MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Principal and/or Deputy Principals' may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the School Counsellor Role Description.

*School Counsellor
Rockhampton Girls Grammar School*

Date