

Position Description

Head of Counselling and Wellbeing



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Position Title	Head of Counselling and Wellbeing / Child Safe Officer
Employment Type	Full Time (8-month contract replacing a staff member on Parental Leave)
Reporting to	Principal
Directly Manages	Share/Care Leadership Team LAP Volunteers
Position Purpose	
<p>Provide pastoral care to assist in maintaining the wellbeing of the students, parents/families and staff of Good Shepherd Lutheran Primary School.</p> <p>Many of the specific duties outlined below, require a “team approach”. The Head of Counselling and Wellbeing is expected to work closely with other members of the School’s Ministry Team (Principal and School Pastor) and consult and cooperate with other personnel where appropriate.</p> <p>To oversee the Child Safe Programs of the School.</p>	
Key Responsibilities and Duties	
<p>Key responsibilities and duties to students:</p> <ul style="list-style-type: none">• Liaise with parents regarding the social and/or emotional needs of specific students.• Provide student support and counselling as required/appropriate.• Oversee, coordinate and deliver the various pastoral care programs of the School.• Coordinate the ‘Seasons’ Support Program.• Coordinate the LAP Program.• Assist in the coordination of social service activities of the School.• Coordinate the “Adopt a Friend for Christmas” Program.• Plan, coordinate and deliver various wellbeing programs relevant to the age of specific Year levels (social skills, self-management, conflict resolution, resilience, coping strategies, etc).• Work directly with students (and families) to address barriers to academic and social success.• Support students (and families) in times of crisis or loss. <p>Key responsibilities and duties to parents/families:</p> <ul style="list-style-type: none">• Liaise with teachers regarding the social and/or emotional needs of specific students.• Make contact with new families.• Meet with parents/families in crisis if requested/appropriate.• Provide counselling and support where needed or requested.• Compile a resource of specialist/support services.• Coordinate and assist with parent education sessions.• Coordinate Share/Care Groups.• Be responsible for the training and development of Share/Care Program leaders.• Be responsible for the training of LAP volunteers.• Initiate various Parent Support Groups when specific needs arise if appropriate.	

- Provide family support and counselling in the event of major crises/tragedies within the school community.
- Assist families to access community resources.
- Liaise with other governmental and non-governmental agencies or medical specialists on behalf of parents if required.

Key responsibilities and duties to staff:

- Provide support and counselling to staff.
- Assist to resolve conflict between staff members or between staff members and parents.
- Assist staff to liaise with parents and students.
- Liaise with Principal and School Pastor on relevant staff, student or family issues.
- Liaise with staff members re students involved in specific school support programs and/or counselling.
- Liaise with teachers regarding student behaviour concerns.
- Attend Ministry Team Meetings.

Key responsibilities and duties as Child Safe Officer:

- To act promptly in the best interest of the child where there may be concerns about the immediate or long term safety of a child.
- Where there are concerns that a child is being subjected to any form of abuse, the Child Safe Officer is to make reports to the appropriate organisations, such as DHHS or the Police, and act protectively towards the child.
- To act as guide for teachers or staff members who may have concerns about the safety and wellbeing of a child.
- Assisting the Principal and other staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse.
- To provide the appropriate information, resources and training to staff members in order to give them the tools and knowledge to competently recognise, and act on, concerns about potential abuse.
- To help promote a culture of child safety within the School by educating staff and parents about the policies of the School.
- To provide a safe and supportive environment for students to report abuse.
- To maintain a working knowledge of Child Safe policies, as dictated by the School, LEVNT, Government, and other organisations, and to ensure that Good Shepherd's policies meet the legislative standards.
- To ensure that the School's policies are regularly reviewed and updated according to new legislations or for the improvement of effective School policy.

Key responsibilities and duties to Luther College:

- Liaise with Luther College Ministry Team (School Pastors, School Psychologist and Director of Wellbeing) when supporting families with children in both schools.
- Meet with Luther College Psychologist as appropriate or when required.
- Jointly publicise events that are relevant to both school communities.
- Facilitate links between the School and Luther College.

Child Protection

Good Shepherd Lutheran Primary School has a zero tolerance for child abuse and is committed to acting in children's best interests and keeping them safe from harm. The School complies with all relevant child protection laws and regulations and has implemented a comprehensive Child Protection Program in order to maintain a child safe culture. The School promotes the safety, wellbeing and inclusion of all children, including those with a disability, those who are from a culturally or linguistically diverse background or those who are of Aboriginal heritage.

Good Shepherd Lutheran Primary School regards its child protection responsibilities with the utmost importance. The School is proactive in educating staff to recognise and act upon signs of child abuse. All staff members are expected to understand and comply with the following School Policy Statements;

- Good Shepherd Lutheran Primary School Child Protection and Safety Policy
- Good Shepherd Lutheran Primary School Child Safety Code of Conduct
- Good Shepherd Lutheran Primary School Code of Conduct – Staff Members
- Good Shepherd Lutheran Primary School Code of Ethics for Safe and Professional Relationships

Qualifications

Essential:

- Qualifications and experience in Counselling.
- Qualifications and experience in Pastoral Care (eg. Clinical Pastoral Education).

Desirable:

- Qualifications and experience as a psychologist.
- Degree in Education.
- Theological training.

Work Experience

- A thorough knowledge and understanding of counselling techniques (required).
- Experience working within a Christian school community (preferred).

Skills, Traits and Personal Qualities Required

The Head of Counselling and Wellbeing to have competencies in the following:

- A commitment to the Christian ethos of the School.
- An ability to work co-operatively with others.
- Effective communication skills.
- Effective conflict resolution skills.
- The ability to listen in a non-judgmental manner.
- The ability to maintain confidentiality.
- The ability to manage time, set priorities, plan and organise.
- The ability to support, encourage and empower others.
- Leadership skills when working with other staff in the achievement of objectives.
- The ability to analyse and develop strategies to resolve issues in accordance with the policies and ethos of the School.
- Knowledge, understanding and experience in counselling techniques.

Prerequisites

- Satisfactory Police Check
- Satisfactory Working With Children Check