

POSITION DESCRIPTION



School Counsellor

CLASSIFICATION	School Support Staff Band 2
BASIS OF EMPLOYMENT	Fixed-term (until 16 December 2025)
TIME FRACTION	Part-time 0.4 FTE
ESSENTIAL QUALIFICATIONS	Current and valid Working with Children Check (WWCC)

ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1400 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including the Victorian Certificate of Education (VCE), VCE Vocational Major (VM) and Vocational Education and Training (VET). As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

Aitken College sees a future where young people are inspired to do their personal best in service to themselves and others, in association with the Uniting Church in Australia.

Mission

Aitken College will develop students' self esteem and confidence; expand their skills and intellect; and encourage them to become vital and compassionate members of the community.

Values

Our values guide behaviour that builds strong character and promotes the highest standards. Students, in particular, are empowered to embrace the values to achieve their personal best in all aspects of their lives, including learning, service, citizenship and wellbeing.

Compassion

We display genuine concern and support those in need.

Excellence

We strive to achieve our personal best.

Honesty

We behave and act truthfully and in good faith when engaging with others.

Kindness

We are considerate of others and treat them with empathy and generosity.

Respect

We accept and appreciate ourselves, others and our environment.

Aims

Through all our work, we aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
- Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
- Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
- Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
- Empower students to act with service, sustainably and in reconciliation.
- Cultivate an adaptive, innovative and continuously improving school.

BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
- Commitment to staff wellbeing
- High quality learning and teaching infrastructure
- Employee Assistance Program available to staff
- Culture of encouraging excellence
- On-site parking
- Active staff association

CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.

- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
<https://www.aitkencollege.edu.au/child-safety/>

POSITION SUMMARY

The Aitken College Wellbeing Team provides proactive support to students, with a focus on social and emotional issues. Such students are referred by senior staff.

The Student Wellbeing Team meets regularly to debrief on student issues. Duties encompass counselling, keeping up-to-date written records of counselling sessions, communicating with parents/guardians, teachers and professional services as applicable. The Wellbeing Team makes referrals to external organisations for more complex matters.

POSITION REPORTS TO

The Counsellor reports to the Director of Wellbeing.

KEY RELATIONSHIPS

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| <ul style="list-style-type: none"> • Director of Wellbeing • The Executive Team • The Leadership Team • Heads of Year • Compliance Manager | <ul style="list-style-type: none"> • Students • Teaching staff • Parents • Chaplain • Director of Admissions • Head of Learning Support (Primary) and Head of Learning Support (Secondary) |
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KEY OUTCOMES

Administration

1. Student and family wellbeing is achieved through personalised counselling support services.
2. Active participation with the Wellbeing Team ensures the development, administration and facilitation of student and staff wellbeing programs.
3. Ensure that confidentiality and accuracy in clinical case notes and student files are maintained.
4. Engagement in continuous professional development activities demonstrated up-to-date knowledge of student wellbeing issues and school.
5. Enhanced professional growth and support through regular supervision meetings with the Director of Wellbeing.
6. Facilitate appropriate referrals to external support services for students and families in need of additional assistance.

7. Foster effective communication and collaboration by organising and participating in meetings with the Director of Wellbeing and parents to address serious student issues.
8. Prompt reporting of serious student issues ensures compliance with College policy, legislative obligations and child safety.
9. Heads of Year and other leaders are briefed in relation to student wellbeing matters in a timely and supportive manner.
10. Undertake any other duties as directed by the Principal.

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements.

ENVIRONMENTAL

- Support and participate in the Environmental programs of the College.

RELIGION AND VALUES

- Support and participate in the Religion and Values Education Program of the College.

Essential qualifications

- Qualifications in counselling, youth work and/or social work.

APPROVAL ON BEHALF OF THE EMPLOYER

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

ACCEPTANCE OF THE EMPLOYEE

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date:

