

## INFORMATION FOR POTENTIAL APPLICANTS

### College Counsellor (Year 6 - 12)

#### Permanent

22.5 hours, 3 days per week, 41 weeks per year

Starting date to be negotiated

Thank you for your interest in St Columba College. Below you will find information to follow when submitting your application.

Your application should include:

1. A one page covering letter stating the position for which you wish to apply.
2. Please include a statement of no more than three pages addressing the following criteria:
  - Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of our College
  - Provide counselling to students based on issues affecting their well-being
  - Advise and counsel staff regarding situations affecting the welfare of students and their ongoing educational and pastoral needs
  - Provide staff, students and families with appropriate information and resources to support wellbeing
  - Lead the development and implementation of student wellbeing intervention programs
  - Actively participate in the Wellbeing Committee
  - Work collaboratively and respectfully with colleagues
  - Proven administration and organisational capabilities
3. Curriculum Vitae listing name and contact details of three professional referees. Please ensure that you include ***your current employer***.
4. Please also ensure that you complete the ***Application Declaration Form*** and include it with your application.
5. Applications should be emailed to the contact below:

Ms Leanne Carr, Principal  
[employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au)

**Applications close on Monday 25 February at 9.00am.**

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# College Counsellor

## Position Information Document



**St Columba** College  
A joint Anglican and Catholic College

### Introduction

St Columba College is an R – 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that teachers will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

### Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

### Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

### Broad Purpose

The College Counsellor is responsible to the Principal and will work closely with the Head of School, Assistant Principal – Wellbeing R-12 and House Leaders. The College Counsellor is a key member of staff, promoting the pastoral care of students at the College.

### Key Areas of Work

- Provide counselling to students based on issues affecting their well-being, who may be self-referred, teacher-referred, parent-referred or by Head of School.
- Advise and counsel staff regarding situations affecting the welfare of students and their ongoing educational and pastoral needs.
- Provide staff, students and families with appropriate information and resources to support wellbeing.
- Lead the development and implementation of student wellbeing intervention program
- Provide information to parents/guardians regarding outside agencies and facilitate referrals where appropriate.
- Follow up consistent unexplained student absenteeism upon referral from the Head of School.
- Make home visits with at least one other staff member to provide support to students at risk where needed.
- Possess a sound knowledge of legal requirements regarding record-keeping and maintain appropriate and confidential records of all students, staff and family contact as per College requirements.
- Maintain a system of follow-up of students counselled.
- Actively participate in the Wellbeing Committee.
- Be a member of the College's Trauma Response Team and advise and assist as required, including organising and distributing the appropriate response, resources and personnel for critical incidents.
- Attend relevant functions/information evenings involving parents/caregivers and students.
- Undertake associated responsibilities in response to the needs of the College and the above Key Areas of Work may be varied as determined by the Principal.

### Personal Qualities and Skills

- Possesses appropriate qualifications, expertise and experience for leadership in Counselling in an Anglican and Catholic school environment.
- Actively support the Anglican and Catholic faith, the College's Vision and Mission and Strategic Plan.
- High level of confidentiality, trust, integrity and work ethic.
- Proactive, resilient and be able to work productively in a complex environment.
- Well-developed interpersonal and communication skills and proven ability to develop a strong positive rapport with students, staff and parents.
- Actively support, model and promote the use of restorative practices and processes in dealing with students, staff, and parents/caregivers.
- Proven administration and organisational capabilities.
- Demonstrate an active commitment to ongoing professional learning.

### Specific Requirements

It is essential that the College Counsellor possesses the following qualifications:

- Post-secondary qualifications in Counselling, Psychology or similar.
- Willingness to participate in and be a member of relevant counselling organisations, e.g. Association of Counsellors in Catholic Schools.
- Police Clearance to work in Catholic Education SA.
- Approved Child Safe Environments: Reporting Child Abuse and Neglect.
- First Aid training.

### Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*

### Performance Review

- The College Counsellor must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the College Counsellor to ensure that the Position Information Document is accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Delegate

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
College Counsellor

Role Review Date: \_\_\_\_\_ Performance Review Date: \_\_\_\_\_

## Employment Declaration Form: Confidential to the Principal

**Position for which application is made** \_\_\_\_\_

**Personal Details:**

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Former Names \_\_\_\_\_

Title: Mr Mrs Ms Miss Other \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

South Australian Teacher's Registration Number: *(If Applicable)* \_\_\_\_\_

*(Please enclose a photocopy of current Teacher's Registration Certificate)*

TRB / DCSI Expiry Date: \_\_\_\_\_

Please note: You must provide the ORIGINAL TRB issued teacher registration certificate (if applicable) and DCSI issued Child-Related Employment Screening Clearance for sighting at your work location.

**Tertiary Qualifications:**

Year Awarded	Award (Deg., Dip., Cert., etc)	Institution

**Employment History:** *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

**Religious Dimension of St Columba College:**

Are you prepared to support the philosophy and religious traditions of St Columba College? Yes  No

Are you currently a practicing member of a worshipping community? Yes  No

## Employment Declaration Form:

**Please respond to each of the questions below and sign the declaration at the end of this form**

Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (*Tick 'No' where an expiation notice only was received*)

Yes  No

Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes  No

Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?

Yes  No

Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services?

Yes  No

Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?

Yes  No

(If applicable) Do you have conditions on your SA Teacher Registration?

Yes  No

**Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)**

**If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Principal's Delegate to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the **Principal/Principal's Delegate** and me.

**Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.**

### Further information and ongoing requirements

*Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.*

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal/Principal's Delegate** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

### Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_