

College Counsellor



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	College Counsellor
Terms:	Permanent part-time – 37.5 hours per week 40 weeks per year
Commencement Date:	As soon as possible
Classification:	Education Support Officer Other Professionals Stream Grade 6 Year 1
Responsible to:	Assistant Principal: Wellbeing and Engagement

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The well-being of the students is the primary responsibility of the College Counsellor. The College Counsellor will work closely with students and key staff to ensure appropriate and effective management of the welfare of students. The College Counsellor will provide care and support for students across the Senior School through appropriate counselling, referral to outside organisations, as required, and working in partnership with parents, caregivers and the Assistant Principal: Wellbeing and Engagement.

The College Counsellor will apply the highest standards of professional conduct and, within the constraints of confidentiality, maintain ongoing communication with staff and families to ensure high quality provision of care.

The College Counsellor reports to the Assistant Principal: Wellbeing and Engagement.

Working Effectively

- Provide effective counselling and guidance to students in the Senior School with the aim of enhancing the student's personal, social and emotional wellbeing.
- Design and develop appropriate prevention/enrichment strategies involving children and young people, eg friendship, stress management, cyber safety.
- Refer students, as appropriate, to external health professionals and liaising with external health professionals.
- Design and develop programs for parents, teachers and others involved with the education of children and young people in line with the SEAD model.
- Work with the Senior Director of Boarding and Strategic Projects to design and develop programs and strategies to meet the needs of boarding students, in line with the SEAD model.
- Develop and implement behaviour management plans for children with complex needs.
- Develop, implement and evaluate social skills and inclusion programs.
- Conduct risk assessments, as required.
- Liaise with parents/carers and relevant staff in supporting student needs.
- Report to the Principal and/or Assistant Principal: Wellbeing and Engagement and where required relevant senior leadership staff of critical situations involving students, both inside or outside of the College.
- Advise and support the leadership team in the management of critical incidents in the College community involving student, parent or staff trauma.

Personal Leadership

- Coach and support targeted staff dealing with students with wellbeing and learning needs.
- Present to staff and parents at staff meetings and parent information sessions as required.
- Research, develop and present workshops to year groups and/or parents, aimed at providing a proactive approach to potential student concerns.
- Engage in internal and external professional development opportunities or associations in areas relevant to girls' education, and girls' wellbeing needs.
- Display a high level of expertise in the area of student wellbeing and learning needs.
- Meet regularly with the Assistant Principal: Wellbeing and Engagement with regard to learning enrichment and wellbeing matters.

Administration

- Write reports and make formal recommendations on actions to be taken.
- Maintain appropriate confidential records of student meetings, issues and concerns.
- Ensure specialist reports are uploaded to relevant College systems.
- Ensure alerts on Synergetic are appropriate to meet the College's context.
- Write, review and update PPLs in conjunction with the Leader of Diverse Learning, as required.
- Maintain and take responsibility for allocated areas of Loreto Connect, including the SEAD Program and resources for parents, teachers and students.
- Write articles for College publications, including the College Newsletter as required.
- Attend relevant school functions.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Knowledge and Skills Required

- Demonstrated relevant professional and practical counselling experience working with young children.
- Demonstrated ability to effectively engage with students in the Senior years and be skilled in utilising counselling models including therapeutic enrichment and crisis management while maintaining a student focused approach.
- Strong knowledge and understanding of key issues in managing mental health for young children as they relate to student learning and wellbeing.
- Demonstrated experience in the development and implementation of programs, policies and procedures for students and the school community.
- Ability to support staff in relation to student wellbeing, providing them with strategies and resources.
- Proven ability to recognise the need to refer cases on to suitable external professional agencies, when appropriate.

Personal Qualities

- Demonstrated interpersonal and communication skills, both written and oral, appropriate to a range of contexts, underpinned by the Loreto values.
- Demonstrated ability to manage highly confidential information with discretion and integrity.
- Ability to remain calm under pressure, and demonstrate discretion, initiative and personal organisation.
- Proven ability to work effectively as a team member as well as independently, with demonstrated high-level organisational and time management skills.
- Proven ability to actively engage in own professional learning and participation in relevant associations.

Essential Qualifications

- Qualifications in Counselling, Social Work or similar.

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

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 yourself and others in the workplace
- 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, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

January 2026

Applications

Applications for the position of College Counsellor should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant qualifications in Counselling, Social Work or similar related to the responsibilities required by the position.
- All applicants will be required to undergo a Working with Children check and complete the Responding to Risks of Harm, Abuse and Neglect- Education and Care training and First Aid training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details, including email address, of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Wednesday, 21 January 2026