



**KILDARE**  
**COLLEGE**

# COLLEGE COUNSELLOR

## Position Information Document

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

**“Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels”.**

### Our Kildare Ministries Core Values:

**Wonder** | Celebrating all that is good with joy and gratitude

**Courage** | Speaking and acting with integrity

**Hospitality** | Welcoming all

**Hope** | Bringing a sense of purpose

**Compassion** | Walking with and having empathy for all

**Justice** | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

# APPLICATION PROCESS

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## Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page) detailing the following:
  - Your experience relevant to the role
  - What motivated you to apply
  - What you hope to contribute to the Kildare College community
2. A completed Kildare College Employment Application and Declaration Form
3. A copy of your Curriculum Vitae

## Timeline for Applications

- Applications close 9.00am, Monday, 17 February 2025.

## Qualifications and Training

The successful applicant is required to:

- Gain a Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Undertake Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training prior to commencement,
- Undertake First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the HR Manager on 08 83699999 or via email [hr@kildare.catholic.edu.au](mailto:hr@kildare.catholic.edu.au)

Applications should be submitted in PDF format and be addressed to the Principal via email: [vacancies@kildare.catholic.edu.au](mailto:vacancies@kildare.catholic.edu.au)

# POSITION INFORMATION DOCUMENT

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<b>Name:</b>	Successful Applicant
<b>Position title:</b>	College Counsellor
<b>Stream:</b>	Other Professionals
<b>Grade:</b>	5
<b>Employment category:</b>	Replacement Contract
<b>Commencement date:</b>	Week commencing 31 March 2025
<b>Hours worked per week:</b>	37.5 - (5 days per week)
<b>Weeks worked per year:</b>	40 (School terms only)

## INTRODUCTION

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Kildare College is a Kildare Ministries Catholic Girls' College in the Brigidine tradition, educating girls from Year 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The college has a current enrolment of 777 students.

## REPORTING RELATIONSHIP

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- Reports directly to the Deputy Principal
- Ultimately responsible to the Principal

## KEY WORKING RELATIONSHIPS

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- Director of Student Wellbeing
- Leadership Team
- Counselling Team
- House Team
- Pastoral Care Teachers
- College Community
- External Agencies

## DESCRIPTION OF POSITION

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### General Criteria

Education Support Officer Grade 5

Refer to: CESA Enterprise Agreement 2020 (or as amended)

## ANY SPECIAL CONDITIONS

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- Some out of hours work may be required

## BROAD PURPOSE

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The College Counsellor is responsible for the provision of services relating to the wellbeing of students in Years 7 to Year 12. The College Counsellor is expected to operate within a proactive, positive education wellbeing framework that seeks to nurture in students' strength, gentleness, agency and resilience.

## KEY RESPONSIBILITIES & DUTIES

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### Provide therapeutic intervention to students who experience significant social, emotional, behavioural and/or educational difficulties.

- Provide confidential counselling and guidance to students who may be self, teacher or family referred.
- Lead small group, class, year level, staff, and family workshops, such as social and emotional skill development, Student Mentor Program, organisational skills and other programs.
- Develop behaviour intervention strategies for students to use in their interaction with teachers, peers and parents.
- Where the need arises, develop and implement appropriate small group programs for students to assist in improving their wellbeing, social skills and daily living concerns.
- Work with the House Team under the guidance of the Director of Student Wellbeing in supporting students with student wellbeing concerns.
- Assist in student safety plan case management.
- Conduct risk assessments across a range of mental health presentations as needs arise.
- Comply with Child Safeguarding protocols and provide appropriate school-based and external support.
- Provide support to students who are at-risk of non-attendance, academic failure and/or are demonstrating social/emotional/behavioural problems within the school setting.
- Assist students to improve their academic, personal and social functioning.
- Provide social skills, anger management, stress reduction or other similar support, either individually or as a group to students who are experiencing social/emotional/behavioural problems that interfere with their learning or the ability of others to learn.
- Provide short term individual and group counselling to students who are experiencing social/emotional/behavioural problems that interfere with their learning or the ability of others to learn.

### Develop relationships and liaise with external agencies.

- Make appropriate, timely referrals and liaise with external agencies in consultation with relevant staff.
- Provide information to students and families on available resources and referral services.
- Facilitate and/or participate in meetings concerning students' mental health concerns with relevant staff and external agencies.
- Participate in House Leader Team meetings and other relevant meetings as required.

**Participate in staff and community development and support through professional learning to enhance the social and emotional wellbeing, health and educational effectiveness of Kildare College and its community.**

- Work with House Leaders, Head of Middle Years and Head of Senior Years in developing wellbeing programs.
- Provide professional learning and information to build capacity of staff and families to improve student wellbeing outcomes.
- Conduct specific workshops/forums for year levels on issues relating to wellbeing.
- Contribute to critical incident response, debriefing and counselling at a school and community level.
- Contribute to the development and review of critical incident and student wellbeing policies, protocols and plans.

**Provide strong administration and communication skills reflecting College policies and practices and aligned to relevant professional standards and codes of conduct.**

- Maintain records and case notes in accordance with College requirements and professional protocols including NCCD documentation.
- Ensure communication between relevant parties is clear and timely.
- Meet with the Director of Student Wellbeing, House Leaders, Head of Middle Years and Head of Senior Years on a regular basis to monitor and respond strategically to student wellbeing across all year levels.
- Prepare caseload summary reports for the Principal, Deputy Principal and Director of Student Wellbeing as required.
- Undertake regular professional supervision and comply with the Professional Guidelines in the APS, ACA, AASW or PACFA Code of Ethics.
- Attend meetings relevant to the position.
- Maintain and develop resources (including online) relevant to the counselling service.
- Undertake associated responsibilities in response to the needs of the College and the above Key Responsibilities and Duties may be varied as determined by the Principal.

**PERSON SPECIFICATIONS**

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- Uphold and contribute to the policies and Core Values of Kildare Education Ministries.
- Demonstrate empathy and support while working within appropriate boundaries.
- Maintain confidential information in relation to students and families.
- Develop effective working relationships with a range of people with a strong ability to build rapport and trust.
- Communicate effectively and appropriately with staff, students, and organisations.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of them self.
- Able to review personal performance and adjust appropriately.

## SKILL REQUIREMENTS

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- Possess strong evidence-based counselling/psycho-therapeutic skills suitable for working with adolescents.
- A working knowledge of and experience liaising with external agencies.
- Sound knowledge and understanding of the adolescent mental health field and the social/emotional challenges adolescents might experience.
- Collaborative approach with staff members, students and parents/carers.
- Some experience with and an understanding of working with students from a range of diverse cultures and demographics, gender diversity and students with diverse learning needs.
- Possess exemplary organisation and record keeping skills.
- Excellent interpersonal and communication skills.
- Commitment to ongoing professional development, including professional supervision.
- Demonstrated skills in using wellbeing data to inform practice.

## SPECIFIC REQUIREMENTS

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Qualifications and training:

- Recognised qualifications in either Counselling, Psychology, Social Work or a combination thereof relevant to the role.
- Screening clearance and current valid Working with Children Check (WWCC) to work in Catholic Education SA.
- Current valid Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Current and accepted HLTAID012 - Provide First Aid in an education and care setting.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.
- Undertake professional development and applicable training.

## WORK HEALTH AND SAFETY

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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 of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

### CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

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- The College Counsellor is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- A Probationary period of six (6) working months applies to this appointment.
- All employees are required to proactively participate in the College’s Performance Appraisal Program including periodic review.
- I have read and understand the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Signed \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Principal)

Date \_\_\_\_\_