St John’s College Woodlawn is seeking the services of a School Counsellor to provide a counselling service. This position is to commence as soon as possible for the 2016 school year with the possibility of a second year.

**Selection Criteria:** It is required that the successful applicant:

- Hold a recognised university degree in:
  - (i) Psychology or
  - (ii) Social Work/Welfare or
  - (iii) Counselling or
  - (iv) a relevant university degree with a major in counselling
- Be a member of a Professional Association.
  - (i) Australian Psychological Society (APS), the
  - (ii) Australian Association of Social Workers (AASW)
  - (iii) Counsellors and Psychotherapists Association of NSW (CAPA) or the
  - (iv) Association of NSW or the Australian Counsellors Association (ACA).
- Have a Clinical Supervisor. The Clinical Supervisor must also be registered with a Professional Association (as listed above).
- Have demonstrated ability to work under direction and also unsupervised.
- Have demonstrated ability to work with people and in teams.
- Have sound computer skills.
- Have a willingness to undertake further training and professional development
- Have a willingness to contribute to and be a part of a community environment.
- Have previous experience in a school setting is desirable
- Have a willingness to effectively support the Catholic ethos of the College.
- Hold a Working with Children Check clearance, or provision of such clearance as soon as possible if the applicant is short listed for an interview. Failure to obtain a satisfactory clearance will result in applicants being ineligible to work in a school environment and any offer of employment will be null and void.

**Salary and Conditions**
The position would be for 4 days per week for 2016 school year with the possibility of a second year. **Salary is dependent upon qualifications and experience.** Child protection legislation requires preferred applicants to be subject to employment screening.

Applications to be emailed to:
Principal
Cathie Byrnes
Acting Principal, St John’s College Woodlawn
Email: dmelino@lism.catholic.edu.au

Enquiries to:
Phone: 0266262600 or 66262626

**Closing date:** 12 noon 29 February 2016
STUDENT SUPPORT PERSON - COLLEGE COUNSELLOR

Role Description:
The Student Support Person is responsible to the Principal and, by delegation, to the Assistant Principal for providing to students and staff, a range of assessment, development and counselling services. Services to students should assist in their personal growth, having regard particularly to their social, emotional and cognitive development.

The position is a part-time temporary appointment consisting of 5 days per fortnight. The position commences as soon as possible and completes on 19th December 2014. The position is subject to the Teachers (Country and Regional Diocese) Enterprise Agreement 2011, and pay scales will be according to qualification and experience benchmarks set out in the Enterprise Agreement.

The Student Support Person is responsible to the Principal to:

(a) Assist students who present indications of learning or behaviour disorders.
(b) Contribute to the formulation of individual development plans for students with learning or behaviour disorders.
(c) Schedule case work identified by self-referral, referral by staff or parents.
(d) Confer with staff to determine aspects of a case student’s learning or behaviour patterns.
(e) Establish and maintain a partnership with each Year Coordinator in the management of some cases.
(f) Coordinate and facilitate groups and seminars for staff, students and parents after consultation with the Principal or Assistant Principal.
(g) Network with the Coordinator of Counsellors and counsellors in other Diocese of Lismore secondary schools by attending regular meetings and other networking opportunities.
(h) Adopt a flexible approach to needs of individuals in the St John’s College, Woodlawn Community and respond to crisis situations as required after school hours and during school holidays.
(i) Assist the Welfare Committee to co-ordinate a response to critical incidents that affect the St John’s College, Woodlawn Community.
(j) Consult with the College Leadership Team about ways to improve student pastoral care and contribute to the Welfare Committee’s information and perceptions of student needs.
(k) Provide support for teachers working with students with behavioural problems or in crisis situations.
(l) Work with small groups of students on issues that are important to their healthy social and behavioural development.
(m) Conduct Psychological/Educational Testing, writing reports and making recommendations.
(n) Write an Annual Report to the College Leadership Team.
(o) Adopt a flexible approach to needs of individuals in the St John’s College, Woodlawn Community and respond to crisis situations as required after school hours and during school holidays.
(p) Is involved in consultation with the Assistant Principal Welfare, Leaders of Learning and Year Coordinators about students with difficulties, especially students being suspended or expelled.
(q) Meet with the Assistant Principal at regular intervals to account for time and activities.
(r) Maintain all appropriate records and reports relevant to the principal accountabilities; including following the School Counsellor Expectations Policy published by the Catholic Schools Office.
(s) Carry out other duties as determined by the Principal.