

St Mary's College Seymour

Position Description

College Psychologist / Counsellor



Social Workers are welcome to apply if experienced in counselling and hold relevant qualification / registration.

Classification	Education Support Category C – The position will be remunerated within the level matched according to qualifications and previous experience.
Award	Catholic Education Multi Employer Agreement (VCMEA) 2022
Tenure	Ongoing
Employment	Full Time
Reports to	Principal and Director Wellbeing

Our College

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy. The College is governed by Melbourne Archdiocese Catholic Schools (MACS).

The College has a dedicated staff, visionary College Advisory Council, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, College and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Our Vision

A welcoming Catholic community that respects our heritage and looks to a sustainable future. We inspire learning excellence, resilience, and service to others.

Mercy Values and Ethos

- Compassion: Responding to vulnerability with care and concern
- Justice: Seeking fair and equitable outcomes for all
- Respect: Treating all whom we meet with joy and kindness
- Hospitality: Offering welcome and comfort
- Service: Dedicated to proclaiming God's love through word and deed
- Courage: Willing to speak up and speak out in response to injustice

Position Overview

The College Psychologist or Counsellor is responsible to the Principal and is a member of the Wellbeing and Student Management Teams, working under the direction of the Director Wellbeing. The role requires the Psychologist or Counsellor to promote the College's Mercy Ethos and Values, create and build healthy and productive relationships with students, colleagues, parents and community members. This role facilitates the effective social, emotional and academic growth of students with an emphasis on intervention and restoring wellbeing. The Wellbeing Team exists within a multidisciplinary framework working and liaising with College staff, parents and the wider community including external agencies.

The Psychologist or Counsellor provides services based on a continuum of care model. This model is based on the Framework for Student Support Services in Victorian Schools and is open to review for current best practice.

The four levels in the continuum are:

- **Primary Prevention:** aims to promote resilience by a sense of belonging, one to one relationship with a caring adult, positive social behaviours and problem solving skills, a sense of spiritual and communal belonging, strong family relationships and minimal family stress, peer connectedness.
- **Early intervention:** aims to develop resilience through implementing appropriate support programs, providing effective interventions, reinforcing students' positive achievements, promoting a sense of safety and security.
- **Intervention:** aims to improve resilience by activating effective partnerships, coordinating services, well-judged responses, being sensitive to students' feelings and needs, accurate identification.
- **Restoring Wellbeing:** aims to rebuild resilience by restoring a sense of normality, responding appropriately with recovery activities, having effective prevention and preparedness, supporting psychological safety.

This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

Key Duties & Responsibilities

Psychologist or Counsellor General Duties

- Provide high-quality counselling services to students including 1:1 counselling, group programs, classroom observations and liaison with College leadership, parents and external service providers.
- Responsible for creating a counselling environment where students feel safe and connected, are self-reflective and aspirational, are engaged and compassionate citizens.
- Provide a timely counselling service and undertake individual support where appropriate to students and families of the College community.
- Establish and maintain links with relevant community support agencies, allied professionals and College networks with a view to optimising services available for students that focus on primary prevention, early intervention and continuity of care.
- Focus on continuous improvement, in collaboration with the Wellbeing team and other College staff.
- Empower students to connect with the real world by providing opportunities for growth mindfulness.
- Facilitate referrals to external service providers where appropriate.
- Collect, collate and maintain student information and records to meet College; CECV; MACS; legislative and registration requirements.
- Respond to and assist in response to critical incidents and emergencies.
- Consult with the Principal and Director Wellbeing in developing and implementing a range of professional learning programs for staff and a whole College approach that focuses on student wellbeing and resilience.
- Recognise trends emerging in the College community and assist with planning for coordinated proactive initiative.
- Consult with Principal to engage clinical supervision.
- Meet regularly with the Director Wellbeing.
- Contribution to PLP Meetings.
- NCCD evidence support.
- Attendance at Student PSG meetings when required.
- Initiate, develop and lead parent information workshops and provide parent education.
- Provide individual and small group sessions to assist students in their personal learning.
- Liaise with the MACS Wellbeing Team.
- Be a presence and connect to the classroom environment.
- Attend and actively participate in all relevant meetings.
- Timely production of sessional counselling data.
- Support with behaviour intervention planning.

Pastoral Care and Child Safety

- Provide students with a child-safe environment.
- Support the development and implementation of the Child Protection and Safety Policies, Pastoral Care Policies, Student Wellbeing Program, namely via their role as a Child Protection Officer.
- Be familiar with and comply to the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Make necessary child safety reports in conjunction with College leadership.
- Work collaboratively with school leadership to manage student risk issues including self-harm, disclosures of abuse and other safety concerns.
- Exercise pastoral care in a manner which reflects College policies and values.
- Implement strategies which promote a healthy and positive learning environment.
- Demonstrate duty of care for student physical and mental wellbeing.

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role.
- Demonstrate a commitment to participating in professional development – lifelong learning.
- Continue development of ICT skills as technologies evolve.
- Participate in performance appraisal.

Other duties

- Demonstrate professional and collegiate relationships.
- Contribute to a healthy and safe work environment for self and others and comply with safe work policies and procedures.
- Be familiar and comply with the College's First Aid and Emergency procedures.
- Maintain currency of first aid, mandatory reporting, and anaphylaxis training.
- Attend and actively participate in whole College events such as College assemblies, sports events, mass, community, faith days, and transition and information sessions, including out of hours as required.
- Other duties as directed by the Principal and Director Wellbeing.

Child Safety

St Mary's College is committed to the safety, wellbeing and inclusion of our students.

The College has a zero tolerance to all forms of child abuse and actively works to listen and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child-connected work while holding a current registration with the Victorian Institute of Teaching (VIT) or a Victorian Working with Children Card (WWC).

Staff are required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the College's Child Safety Code of Conduct, and any other policies and procedures relating to child safety and wellbeing.
- Make necessary child safety reports in conjunction with College leadership.
- Assist in the provision of a child-safe environment for students.
- Work collaboratively with College leadership to manage student risk issues including self-harm, disclosures of abuse and safety concerns.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *VCMEA 2022 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures.
- Follow established safe working procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety Policy may be viewed by accessing <https://www.smseymour.catholic.edu.au/our-school/college-policies/>

Selection Criteria – Personal Requirements/Competencies

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.

Commitment to Child Safety

- Experience in working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting).
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Qualifications/ Registrations /Experience

Essential:

- Full registration as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA) or as a Counsellor with Australian Counselling Association (ACA) or other regulating bodies.
- Appropriate Tertiary Qualifications in counselling, psychology or social work.
- Knowledge of the Practice Standards for Counsellor or Psychologist.
- Knowledge of the *Children, Youth and Families Act 2005*.

Desirable:

- Previous experience working in an educational setting or familiarity with processes and structures particular to a school setting.
- Knowledge and experience in counselling particularly in relation to working with adolescents and their families.
- Understanding of NCCD data.

Skills and Attributes

- Excellent interpersonal skills especially relating to young persons and their families.
- Highly developed written, verbal, communication, presentation skills & administrative skills
- Demonstrated high level of organisational and time-management skills with the ability to be flexible to operate in a changing environment.
- Able to uphold professionalism and have the ability to be discrete and maintain confidentiality at all times.
- Strong understanding of contemporary wellbeing practices such as restorative practice, positive education and mindfulness.
- Displays loyalty, integrity and honesty, ensuring they lead by example and are passionate and supported to achieve their goals.
- Knowledge of adolescent development and the ability to apply this in both counselling and the development and operation of groups.
- Knowledge and experience in counselling particularly in relation to working with adolescents and their families.
- Familiar with utilising external agencies in the support of children at risk.
- Ability and willingness to accept policy directives.
- High level of professional and personal presentation.
- Maintain high work standards with minimal supervision.

- Ability to work independently and as part of a team
- Proven success in providing highly effective counselling services and programs.
- Engaging and willing to connect to the classroom environment.

Other information

- *This position is located at 90 High Street, Seymour 3660.*
 - *Terms and conditions of service are set out in the CEMEA (2022).*
 - *The successful applicant must hold or be willing to acquire a Working With Children Check card and a National Police Record check before employment.*
 - *St Mary's College, Seymour is a Child Safe School. We promote the safety, wellbeing and inclusion of all children.*
- Position description revised 24 February 2026.*