



Student Counsellor

Position Title:	Student Counsellor
Classification:	Education Support Category B Level 3
FTE	0.8 – 1FTE (to be negotiated with the successful applicant)
Employment Status:	Ongoing
Reports to:	Student Wellbeing Advisor
Updated:	May 2023

About Marist College Bendigo

Marist College Bendigo is a co-educational Catholic college for students from Foundation to Year 12 located in Maiden Gully.

Position Objective

Learning is central to all activities at Marist. The wellbeing of a student is seen as a significant element of a young person's development but is always seen in connection with their learning. The Student Counsellor works individually and within the Wellbeing Team to help each young person make meaning of their life. The Marcellin Group structure lies at the core of all that we do at Marist. The Student Counsellor works closely with and empowers the Marcellin Group Educator of each student.

The Student Counsellor has a high level of integrity and trust and promotes a culture of mutual respect, encouragement and works with others in a professional, ethical and co-operative manner. The Student Counsellor models the College's values and Marist charism when dealing with all members of our community. As a member of the College Wellbeing Team, the Student Counsellor will work collaboratively with all staff to assist in the learning and wellbeing of students.

Child Safety

- Be familiar with and comply with the College's Child Safe policy and Code of Conduct, and any other policies or procedures relating to Child Safety.
- Assist in the provision of a Child Safe environment for all students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Responsibilities and Accountabilities

- Provide individual counselling to students
- Work with students/parents in small group sessions and develop programs where required
- Work with Marcellin Group Educators to develop management strategies for students
- Work with the student's family to assist the student
- Work collaboratively with the members of the Wellbeing Team
- Liaise with community agencies, making referrals where appropriate
- Develop and present workshops relating to wellbeing where applicable
- Work in close association with Learning Experience Leaders
- Advise the Principal or a Deputy Principal immediately of any issues of major concern
- Provide education to families on issues affecting adolescents via parent meetings, the College Newsletter, workshops and presentations
- Know and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Keep up to date case management files on each student, archived and dated accurately
- Advocate for individual student's needs, both within the learning environment and home
- Prepare and deliver relevant information to staff applicable to the individual student, after seeking consent from students and parents
- Ensure that students are provided with relevant information and advice on matters related to their mental health and to facilitate optimal learning
- Actively participate in the relevant local wellbeing networks

Qualifications, Skills & Experience

- Bachelor of Social Work or equivalent
- A current Working with Children Check
- Demonstrated experience in student counselling (Primary or Secondary)
- Capacity to work within a multidisciplinary team

Personal Qualities

- Passion and enthusiasm for improving the lives of young people
- Ability to work independently, to prioritise own work and meet timelines
- Appreciation of the importance of confidentiality
- Ability to communicate with a diverse range of people
- Strong written and verbal communication skills
- Highly developed interpersonal skills
- Strong executive skills, in particular organisation, planning, time management, prioritising, flexibility and initiative
- Demonstrated capacity to think analytically and problem-solve
- Demonstrated interest in ongoing personal professional learning and improvement of practice

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Written:	May 2023
To Be Reviewed:	May 2025