



ROLE DESCRIPTION

Counsellor

Position Title	Counsellor
Reports To	Deputy Principal
Direct Reports	NIL
Conditions	College term time only and including staff days

PURPOSE OF THE ROLE

The Counsellor is a member of the Daramalan College Counselling Service. They apply expertise in mental health, wellbeing, learning, and behaviour to help children and young people succeed behaviourally, emotionally, academically and socially. College counselling staff work with teachers, families, College Executive, and other professionals to create safe, healthy, and supportive learning environments. The counselling they provide is inspired at all times by the ethos of the Missionaries of the Sacred Heart to make the love of God known through the way in which the wellbeing of students is supported by the College.

The Counsellor works collaboratively with the Assistant Principal Pastoral Care, Assistant Principals Curriculum, Pastoral Leaders and teachers on College-wide pastoral care matters, so that the pastoral and academic streams of the College are working effectively together for the benefit of our students.

Responsibilities include but are not limited to:

1. Provision of counselling services:

- Supports the provision of a child-safe environment that complies with Child Protection guidelines such as the National Catholic Safeguarding Standards and the ACT Children and Young People Act.
- Offers individual and group counselling sessions to students within the College.
- Consults with parents or carers, teachers, College executive, external agencies and other members of the College community about interventions, services and support for students.
- Identifies and evaluates mental health issues and provide ongoing support or referral to other mental health services.
- Deliver evidence-based interventions for a range of issues affecting children and young people and where appropriate, provide support to parents or carers.
- Assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and College populations.
- Work directly with students to help them with managing emotions and difficulties such as depression or anxiety and issues related to learning, peer and family relationships.
- Regularly monitor students who are socially/emotionally or educationally “at risk” and provide guidance and feedback to staff where needed for effective support.

- Respond to requests by staff for urgent intervention.
- Respond to critical incidents as requested by the Principal, particularly in providing and/or coordinating counselling and stress debriefing/trauma counselling and maintaining ongoing monitoring of the incidents.
- Work collaboratively with the Inclusive Education Team and Pastoral Leaders to assist with the development of Personalised Plans.

2. Reporting and Recording

- Confidentially manage student data and reports, including clinical reports accessed from external sources.
- Maintain accurate and timely records of all counselling services provided, including all contact with students, parents and staff.
- Provide timely and appropriate feedback to the Pastoral Care Team.
- Assist the College Principal in responding to, reporting, planning and monitoring child safeguarding matters which include mandatory reporting and/or safety management planning in a timely manner.

3. Professional practice

- Apply ethics and standards of professional practice in the delivery of counselling services.
- Observe relevant laws, ethics and policies that govern practice.
- Participate in professional organisations and continually seeks to improve professional knowledge and skills through participation in regular professional development.
- Participate fully in the annual staff Spirituality Day.
- Register with and is accountable to a professional governing body (e.g. Australian Counselling Assoc.etc.)
- Active participation in group supervision and de-identified case consultations within the service to ensure best practice standards are upheld.

4. Administration

- Make effective use of technology to keep records and to communicate information to staff, parents and students.
- Establish and review policy, procedures and practices of operation, such as referral, case management and reporting processes.
- Provide advice to the College Executive team on policies relating to student wellbeing so that they are current and are considered best practice.
- Develop and implement professional development for College staff on the topic of mental health and wellbeing.

5. Community

- Contribute to a positive and collaborative culture within the College by being an active and visible presence in the College community.
- Assists the Pastoral Leaders with the delivery of social learning experiences at a whole of cohort level and for identified groups of students.
- Develop and maintain a culture of high expectations for self and others.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

- A commitment to MSC values in pastoral programs and practices, and a willingness to undertake on-going learning about MSC Spirituality.
- Hold appropriate qualifications in psychology, counselling or social work.
- Experience as a skilled counsellor working with children, young people and parents/caregivers.
- Experience and ability to respond appropriately in crisis situations and to students presenting with complex needs or high-risk presentations.
- Demonstrated strong communication and written skills.
- Patient and compassionate.
- High level of integrity with a commitment to maintaining confidentiality and dealing respectfully with sensitive information.
- Computer literacy skills, including a working knowledge of Microsoft Word, Outlook and College databases/learning management systems, such as Synergetic and client management systems such as Galaxy.
- Must hold a current ACT Working with Vulnerable People Card.

Daramalan College has zero tolerance for child abuse, neglect and other harm and we are committed to providing and maintaining a child safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with College policies and relevant legislation relating to child protection.

Conditions: The classification and salary for this position is dependent on qualifications and experience and will be between \$105,330 and \$128,459 pro rata, plus superannuation. All other conditions of employment will be in accordance with The Support Staff (Daramalan College, Marist College, Canberra and St Edmund's College, Canberra) Multi-Enterprise Agreement 2025.

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