School Counsellor (Primary)
Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- □ Foster supportive positive professional relationships
- □ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- □ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- □ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- □ Attend School meetings, as requested, including outside of usual work hours
- □ Participate in professional learning, as requested, including outside of usual work hours
- □ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- □ Participate in the development of a safe and healthy workplace
- □ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- □ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- □ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- □ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- □ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- □ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- □ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position.
Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	School Counsellor
Campus	Primary
Department	Learning Support (Primary)
Line Manager	Head of Counselling Services
Direct Reports	Nil
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	0.6-0.8 FTE (3 to 4 days per week term time)
Classification	Wellbeing Services | Senior Employee | Level 3
Qualifications (Essential)	□ Registration as a Psychologist with AHPRA, **or** □ Registered with AASW as an accredited Social Worker, **or** □ Post graduate qualifications in Counselling
Compliances	□ Valid NSW Working with Children Check Certificate □ First Aid [HLTAID012] [HLTAID011] □ CPR [HLTAID009] □ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	□ Minimum 3 years' experience working in Schools, with children and adolescents, as a Psychologist or Counsellor □ Demonstrated expertise in using evidence-based practices to effectively inform counselling practices □ Current registration and/or membership with relevant professional body □ Familiarity with CBT, Solution Focused Therapy and trauma informed interventions, highly desirable □ Experience in Staff training, desirable □ Experience conducting psychological screening assessments for children and adolescents, desirable □ Experience assessing and facilitating interventions for children and adolescents with cognitive, social or emotional needs with a school setting □ Experience with risk assessments and safety planning, learning difficulties, diagnosed disorders, trauma, and gender diversity, would be advantageous □ Ability to adapt and remain calm under pressure and in emergency situations.
Role Profile	The School's Counselling Services staff support students by facilitating and monitoring emotional, behavioural, social and educational counselling, assessment and intervention services. The School's Counsellors work directly with students to help them with issues related to learning, peer relationships and managing emotions. Each Counsellor is a pivotal member of the School's Wellbeing Team working with the Learning Support and Wellbeing Departments of the School to ensure that each student individually thrives and succeeds as part of our commitment to each child and young person being *well known, well cared for* and *well taught*. Demonstrated experience in understanding child and early adolescent psychological development underpinned by the breadth of issues that bring young people to seek the support of a School Counsellor is pivotal in the School Counsellor's ability to support each student's social and emotional

wellbeing. Arden's School Counsellors are enthusiastic, dedicated to their vocation, committed to continual professional development and have a strong genuine interest in the growth of young people.

Role Function

The School Counsellor, throughout their daily work practice, is expected to:

Professional Practice

- Cultivate a safety-positive workplace culture
- Demonstrate a commitment to the Child Safe Standards
- Foster supportive positive professional relationships
- Fulfil professional development requirements to maintain professional memberships/registrations
- Adhere to relevant professional Codes of Conduct
- Develop and maintain relevant external professional networks

Risk Management

- Identify and report all (including suspected) child abuse and neglect concerns as required by NSW mandatory reporting legislative obligations
- Maintain an understanding of mandatory reporting laws and industry best practice standards
- Participate as a member of the School's Critical Incident Management Team
- Adhere to Code of Ethics pertinent to the provision of counselling services within an educational environment

Student Support

- Assist teaching staff to identify, understand, refer and manage students with emotional and behavioural problems
- Consult with staff to develop case management plans and strategies (including implementation and ongoing support)
- Liaise effectively with community agencies for referral and follow-up of students
- Undertake group work with students involved in programs which are part of the School's pastoral care initiatives (eg, peer relationships, conflict resolution, stress management)
- Undertake group work with students in targeted programs with a therapeutic and/or preventative/health promoting focus
- Maintain timely, confidential and accurate student records to best practice professional standards
- Develop and deliver Staff training, as requested