



## **Introduction to St Luke's Grammar School**

St Luke's Grammar School is a Pre K – Year 12 co-educational Christian School in the Anglican tradition and it is the School's vision 'to equip students to make a difference in the world'. St Luke's seeks to promote a work environment and culture to attract and retain outstanding professionals by fostering professionalism, commitment, loyalty, Christian values and a high standard of pastoral care.

St Luke's Grammar School employs over 100 full-time and part-time teachers, supported by teachers' aides, peripatetic tutors and administrative and grounds staff.

Applicants for the following position should be able to demonstrate support for the School's Christian ethos as well as the co-curricular life of the School.

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**Position:**                      **School Counsellor**

**Load:**                         **Permanent 0.8**

**Commencement:**        **Term 3**

**Reporting to:**             **Principal**

St Luke's Grammar School is seeking to appoint an energetic and highly skilled School Counsellor. The School Counsellor/Psychologist will work with students both individually and in small groups as well as being responsible for whole school preventative mental health initiatives. The successful applicant will be willing to contribute to the co-curricular life of the School and ideally be a Christian and actively involved in his/her church.

### **Position Overview**

#### **Essential Experience, Knowledge, Skills and Responsibilities:**

The successful applicant will:

- Predominantly work with C-6 but be qualified to work C-12
- Have the ability to work collaboratively as a member of a team
- The ability to interpret psychometric tests.
- Participate in professional Learning Groups
- Participate in the pastoral program of the School

#### **Liaise effectively with teachers and Executive Staff**

- Support staff understanding of the role of the School Counsellor and the process for referral.

- Assist teachers to identify, understand, refer and manage students with emotional and behavioural problems.
- Consultative role with staff to develop case management plans and strategies (includes implementation and ongoing support).
- Monitor referred students' progress.
- Presentations to staff when requested.
- Collaborative work with staff through the pastoral care executive which seeks to optimise ongoing care for students both individually and through wider structures.
- Complementing student learning through consultation with Learning Support, Gifted and Talented programme and other school staff.
- Development of intervention programmes and resources for groups where a particular need has been identified by staff.
- Liaise with outside agencies and mental health professionals.

### **Support Parents**

- Provide information to parents regarding the role of the School Counsellor and the processes for accessing the Counsellor.
- Support and provide guidance with parents regarding the ongoing management of their child.
- Proactively maintain contact, and ensure ongoing collaboration between stakeholders in relation to the management of students.
- Provide or arrange presentations to the wider School Community as required.

### **Support for Students**

- Provide information to students regarding the role of the School Counsellor and the processes for accessing the Counsellor.
- Provide individual casework with students.
- Effective liaison with community agencies for referral and follow-up of students, family and staff.
- Group work with students in targeted programmes with therapeutic and or preventative / health promoting focus
- Group work with students in universal programmes as part of pastoral care initiatives e.g., peer relationships, bullying, conflict resolution, stress management.

### **Risk Management**

- Report directly to the Head of School or Principal on any matters relating to Child Protection.
- Meet all Child Protection mandatory reporting requirements.

### **Administrative and Communication**

- Maintain timely, confidential and accurate student records to professional standards.
- Attend meetings as required.
- Aid in the development and implementation of school policies around pastoral care issues.

### **Professional Development and Supervision**

- Maintain professional registration, adhere to Code of Ethics and Code of Conduct for relevant professional body and meet professional development requirements to maintain membership of professional body.
- Attend regular Supervision.
- Develop and maintain relevant external professional networks.

### **Other Duties**

- Any other duties as requested by Head of School or the Principal.
- Participation in school activities.

### **Essential Skills**

- Ability to work in a team environment.
- A sound understanding of current issues in child and adolescent counselling.
- Experience in counselling children and families.
- Ability and willingness to implement preventative programmes.
- Well-developed written and verbal communication skills.
- Ability to develop resources and intervention programmes.
- Computer literacy.

### **Desirable Skills**

- Experience and Accreditation in Group programmes

### **Qualifications**

- Registered Psychologist or Mental Health Accredited Social Worker

Please send a covering letter identifying areas of interest and expertise, plus the following information no later than 15 June, 2020 addressed to:

Mrs Jann Robinson  
Principal  
St Luke's Grammar School  
210 Headland Road  
Dee Why NSW 2099

Email: [employment@stlukes.nsw.edu.au](mailto:employment@stlukes.nsw.edu.au)

- Cover Letter
- Curriculum Vitae
- 3 x References, including a Professional Reference, and a Reference from an individual who can attest to the Christian beliefs and practices of the applicant.

Please direct any enquiries to:

Mrs Elizabeth Little  
Executive Assistant to the Principal  
T: (02) 9438 6237  
E: [elittle@stlukes.nsw.edu.au](mailto:elittle@stlukes.nsw.edu.au)