



Student Counsellor Position Description

Job Title:	Student Counsellor
Reporting To:	Head of Wellbeing
Employment Status:	Part-Time (FTE 0.5, 2 ½ days per week, term time only)
Commencement:	ASAP

Purpose of the position

St Andrews Christian College is committed to providing support for all students in order for them to flourish.

The role of the Student Counsellor is to work within the College Wellbeing Team, providing opportunities for students to develop and explore their faith and supporting teachers to facilitate the College Pastoral Care Program. The main focus of this role will be with Primary School students.

St Andrews Christian College has a commitment to child safety, and has zero tolerance for child abuse. Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.

Responsibilities

Wellbeing Support

- Work within the College Wellbeing Team and supporting teachers to facilitate the College Pastoral Care Program;
- Provide opportunities for students to develop and explore their faith and actively seeking opportunities to connect informally with students during lunch times, camps, excursions, and co-curricular activities;
- Present and speak to large groups of students, as requested;
- In consultation with the Head of Wellbeing, support students and families by referring them to approved external providers such as counselling, psychological services;
- Conducting counselling sessions with individuals, as well as providing support to families;
- Contributing information and advice on the learning and behaviour of students, especially those with additional needs, and assisting parents and teachers in dealing with those needs;
- Providing information and resources to assist students with life skills;
- Ensure that all student wellbeing data is entered and monitored on the appropriate data system;
- Fully implement College policies and programs in relation to student wellbeing, especially the Student Safe framework;
- When aware of families in need of particular support, liaise with other relevant staff.

Other Tasks/Responsibilities

- Attend Wellbeing team meetings and Student Support Group meetings, as requested, and adhere to Wellbeing processes for recording and documenting student information, with a consideration of confidentiality;
- Regular attendance and participation in daily staff devotions and College meetings;
- Attendance at camps/excursions/incursions, as requested;
- Other duties as required by the College.

NOTE: The above is a summary only of the main duties - it is written broadly to indicate the range of duties to be performed.

Key Selection Criteria

- An active, strong personal Christian faith and regular attendance at a Christian church;
- Minimum qualifications of Bachelor of Counselling or equivalent;
- Knowledge of Mandatory Reporting Guidelines (DFFH);
- Ability to relate to parents, students, staff and members of the general public in a professional yet friendly manner;
- Experience working in a school environment;
- Experience in Play Therapy and/or Sandplay Therapy is desirable;
- Commitment to the safety, wellbeing and development of all students (P-12);
- Provide a satisfactory Working With Children Clearance.

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Faith, Mission and purpose;
- Able to model Christ in all aspects of work and in relationships within the College community;
- Professional presentation;
- Actively pursues best practice in all areas of responsibility;
- Ability to work independently and as an effective team member;
- Commitment to professional growth and demeanour;
- Readily adjusts to changes in the work environment;
- Ability to maintain strict confidentiality and monitor level of disclosure on sensitive matters.

Employment Conditions

- Adherence to College Policies & Procedures pertaining to Student Safety, Wellbeing and Mandatory Reporting (DFFH);
- Part time during school term time, with additional time for professional development and staff meetings as required;
- Hours of work – 2 ½ days (Wednesday, Thursday and Friday) preferred, however this may be negotiable;
- This role operates during school term time only;
- Salary would be commensurate with skills and experience.

Conflict of Interest Considerations

St Andrews Christian College is dedicated to maintaining a professional and impartial counselling environment for all students. We value transparency and integrity in our hiring process. If applicants have a child currently enrolled at the College or if there are any other potential conflicts of interest, we request that this information be disclosed during the application process. While we do not have a formal policy on this matter, we will carefully evaluate each situation to ensure fairness and objectivity in our student counselling services.

August 2025