



**ALL SAINTS'
COLLEGE**

Duty Statement

COLLEGE COUNSELLOR/SOCIAL WORKER

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

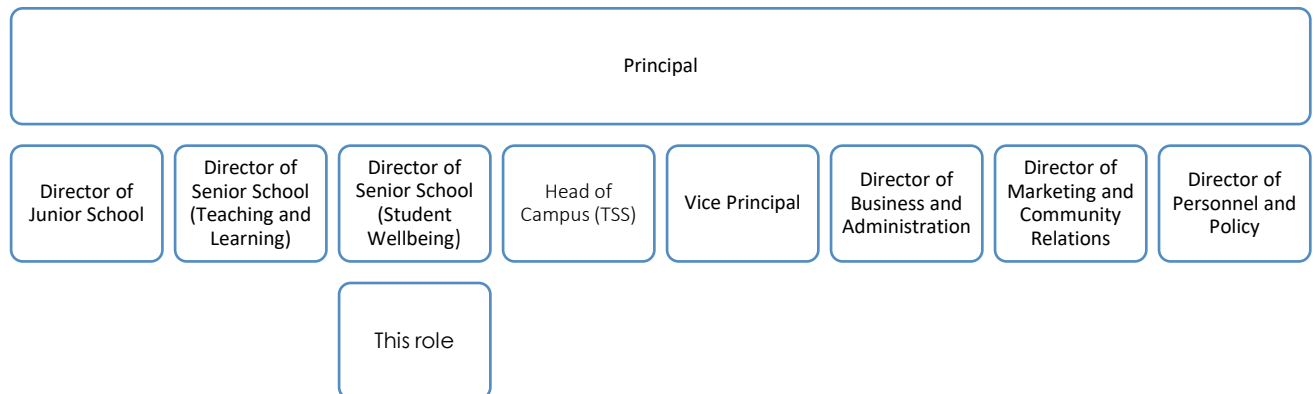
POSITION PURPOSE

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

The College Counsellor and is dedicated to supporting the wellbeing and academic success of our students. This role involves providing holistic support that addresses the emotional, social, and educational needs of young people. The ideal candidate will be skilled in mentoring, coaching, and fostering a supportive learning environment to help students achieve their personal and academic goals.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

This role is pivotal in advancing the holistic mission of College. The Counsellor works closely with the director of Senior School (Student Wellbeing) [DSSSW] in cultivating a supportive, resilient, and dynamic learning environment that aligns with Strategic Plan and Charter. Integrating mind, body, and spirit approaches the role exists to nurture student wellbeing, facilitate individual education planning, and support the broader school community. The key responsibilities of this role include, but are not limited to the following:

Crisis Intervention

- a) Respond to and manage crisis situations, providing immediate support and referrals to appropriate external services when necessary.
- b) Create a safe and supportive environment where students feel comfortable discussing personal challenges

Holistic Student Wellbeing

- a) Develop and maintain safe, trusting relationships with students through regular check-ins and one-on-one sessions.
- b) Contribute to wellbeing programs and activities that promote mental health, resilience, and positive social interactions.
- c) Provide targeted support that recognizes and addresses the unique challenges each student faces, fostering self-mastery and resilience.

Parent & Community Engagement

- a) Organize, lead, and document meetings with parents regarding the wellbeing of their children as required.
- b) Serve as a conduit between school, families, staff and community resources to ensure a unified approach to student development.

Pastoral Care

- a) Demonstrate care and concern for the spiritual, emotional, social and academic development of students.
- b) Provide a caring environment through the support of the Christian ethos and liturgical activities of the College.
- c) Communicate concerns and proactively advise Tutors, Heads of House, Chaplains, Director of Senior School (Student Wellbeing), Director of Senior School (Teaching and Learning), Learning Support Coordinator or Principal as appropriate, whilst remaining aware of their requirements regarding confidentiality.

Strategic Alignment & Innovation

- a) Contribute to initiatives that align with the ASC Strategic Plan, supporting the vision for a holistic, student-centred educational model.
- b) Participate in strategic Wellbeing Team planning sessions, contributing insights from frontline wellbeing and educational support activities.
- c) Advocate for and implement best practices in wellbeing, ensuring the school remains at the forefront of innovative, compassionate education.

Cocurricular

- a) Participate in and assist with the cocurricular programs of the College, interacting with students in activities outside the set daily timetable.
- b) Support College activities through attendance at various cocurricular and social functions (eg attendance at Presentation Evening is compulsory).

- c) Participate in the College Outdoor Learning Program (eg participate in and/or visit different Year group camps if required).

Staff Expectations

- a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.
- c) Operate as a 'team player' always and fully support the Principal, Executive Team and activities of the College.
- d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- f) Maintain professional confidentiality concerning information about staff and/or students.
- g) Strive to implement productivity, quality, and service improvements on a continual basis.
- h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- i) Comply with Occupational Safety and Health requirements in the workplace.
- j) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- k) On occasions, you may be directed to undertake other duties as required.

Other duties

- On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

March 2026

*ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- Accredited qualifications in counselling, coaching.
- Previous experience working with high school students in educational or youth development settings.
- Demonstrated experience in trauma-informed care and holistic education practices.
- Strong interpersonal and communication skills with a proven ability to build trusting relationships with students, parents, and colleagues.
- A passion for continuous improvement and a commitment to the strategic vision of fostering transformative wellbeing within the educational setting

Desirable

- Experience supporting Individual Education Plans or case management processes.