



Our Lady of Mercy College

Dear Applicant,

Thank you for your interest in joining Our Lady of Mercy College.

We are a vibrant Catholic school community, inspired by the tradition of the Mercy Sisters, and dedicated to delivering an engaging curriculum that meets the needs of every student. At Our Lady of Mercy College, we are committed to providing a holistic education that inspires learning, nurtures faith, and encourages students to embrace life. As part of our team, you will play a significant role in achieving our mission and upholding the values embodied in "The Mercy Way."

We strive to attract individuals who are passionate about fostering lifelong learning and contributing to a safe and nurturing environment for our students.

Included in this application package, you will find:

- **Position Information**
- **Duty Statement**
- **General Information for Applicants**

If you have any questions regarding the role, please do not hesitate to contact Mrs Viv McKenzie – Director of Student Wellbeing, at (08) 9720 3300.

We look forward to considering your application.

Kind regards,

Mr Rob Crothers
Principal

Embracing Life | Nurturing Faith | Inspiring Learning

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Position Information

College Counsellor

Full-Time, Ongoing

About us

Our Lady of Mercy College is a nurturing, co-educational secondary institution, catering to students from Year 7 to Year 12. We provide an environment designed for academic excellence, spiritual growth, and holistic development. Nestled in peaceful surroundings, our campus offers engaging learning areas, expansive open spaces and sporting facilities, ensuring that students have the ideal setting to thrive academically, socially, and spiritually.

Recognising the importance of Wellbeing and Professional Growth for all staff and the flow on effect of improving student outcomes, the College is seeking an experienced Counsellor to provide counselling and support to students, staff and related parties.

The College strives to be proactive in the student wellbeing space. The ideal applicant will welcome the opportunity to be involved in proactive educational initiatives both within the classroom and in small group and individual situations.

The successful applicant for this position will be an experienced and personable Counsellor who is able to establish trusting relationships. They will have a supportive nature and be motivated by their genuine desire to empower their students and colleagues as they aspire to excellence in the context of wellbeing.

Success Criteria

The successful applicant will demonstrate:

- A commitment to the ethos, values and mission of Catholic Education.
- Ability to develop and maintain positive relationships.
- Exemplary interpersonal and communication skills.
- Experience in providing individual and group counselling.
- Experience in working with adolescents in a related context.
- Ability to establish and maintain professional relationships.
- Ability to develop and implement professional learning programs.
- Knowledge of referral process to appropriate external services.

Essential Requirements:

- A Degree in Psychology or equivalent Degree in Social Work or Counselling.
- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment.
- Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment.



- Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: CEWA Limited Accreditation Framework

Conditions and Salary

- Hours: Monday to Friday, 8.00 am – 4.00 pm
- FTE: 1.0 (term time only)
- Some after work hours may be required from time to time
- Salary Package: \$96,886 – 113,939 (full-time equivalent), subject to experience and relevant qualifications
- Employment is subject to the terms and conditions of the Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 and the Catholic Education Commission of Western Australia Policy Statements and school bases policy statements.

Please click [here](#) to view the Salary Schedule.

Please click [here](#) is view the current Catholic Education (CEWA) Non-Teaching Staff Enterprise Bargaining Agreement (EBA).

Applications close at 4pm (AWST) on Monday, 18 November 2024.



Duty Statement College Counsellor

The College Counsellor contributes to the implementation of the College Vision and Mission and the College policies and procedures related to counselling and wellbeing within the College. The College Counsellor is a member of the Student Wellbeing Team and is responsible for providing the College community with high quality generalist counselling and case management services.

The College Counsellor's key responsibilities are:

1. Provide Counselling
2. Develop and Implement Policies, Procedures and Programs
3. Establish and Maintain Community Relationships
4. Developing and Implementing Professional Learning
5. Act as a Consultant to Teachers and Families
6. Build Rapport and Strong College Community Relationships
7. Organise and Deliver Wellbeing Initiatives and Programs
8. Adhering to Child Safety Legislation and College Requirements
9. Other duties as assigned by the Principal.

In consultation with the Director of Student Wellbeing, the College Counsellor will be responsible for developing and implementing relevant College policies, procedures and programs with a focus on enhancing the wellbeing of the students and school community, particularly those at risk.

The College Counsellor role includes:

1. Provide Counselling

- Modelling mutually respectful relationships
- Displaying an awareness of ethical standards and ensuring these are incorporated into counselling practice
- Exercise pastoral care in a manner which reflects College values
- Taking referrals and seeking supporting information from Heads of Years and relevant teachers
- Competently assess students at risk and apply appropriate interventions
- identifying any trends or concerns that would require action or education and inform the Student Wellbeing Team/Pastoral Care Team
- Proactively monitoring and supporting student wellbeing
- Complying with the College's Student Wellbeing Support & Counselling Procedures
- Ensuring that counselling protocols are followed
- Complying with agreed practices with regard to note-taking and record-keeping
- Able to prioritise a range of tasks and manage time effectively
- Participate in educational initiatives within a classroom setting.

2. Develop and implement Policies, Procedures and Programs

- Implementing strategies which promote a healthy and positive learning environment
- Understanding and following College policies and procedures
- Delivering programs as required and assist in the organisation of key wellbeing events
- Contribute to the ongoing review and development of the Pastoral Care Program in collaboration with the Heads of Year and Director of Student Well-being
- Contributing to the work of the Wellbeing team
- Evaluating and refining existing programs
- Making recommendations to the Core Wellbeing Team
- Assisting in the development of new programs, policies and procedures as required



3. Establish and Maintain Community Relationships

- Being aware of external providers and appropriate services for adolescents
- Optimising services available for students that focus on primary prevention, early intervention and continuity of care and making referrals
- Modelling right relationships in dealings with students, staff, parents and outside agencies
- Having an excellent written and verbal communication skills

4. Developing and Implementing Professional Learning

- Supporting the Director of Student Wellbeing in researching, designing and developing programs
- Delivering appropriate workshops or presentations to staff, students and parents as required
- Evaluating existing programs and making recommendations to the Core Wellbeing Team

5. Act as a Consultant to Teachers and Families

- Providing and modelling strategies which promote a healthy and positive learning environment
- In collaboration with the Director of Student Well-being, informing and educating staff and parents, as appropriate, to more effectively support student wellbeing
- Demonstrates professionalism, diplomacy and integrity at all times

6. Build Rapport and Strong College Community Relationships

- Establishing positive and professional relationships with students, parents, staff and external organisations
- Creating a safe and welcoming rapport/environment
- Being reliable, punctual and organised with appointments, meetings, etc
- Following agreed protocols, especially with regard to communication

7. Organise and Deliver Wellbeing Initiatives and Programs

- Liaising effectively with staff, students and families at all levels
- Provide cultural affirmation, support and activities for our indigenous students
- Contributing to Parent Forums, the 7-12 Pastoral Care Program, events such as R U OK Day and staff professional learning programs, as appropriate

8. Adhering to all Child Safety Legislation and College Requirements

- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety

9. Additional Duties

- Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace daily
- Actively promote a rigorous and vigilant culture of child safety
- Attend and support College activities such as Information nights, Parent Information Evenings, camps, staff professional learning days, Athletics and Swimming Carnivals and other extra curriculum activities as required. From time to time these may occur outside normal working hours
- Other duties as required by the Principal or delegate

After Hours Requirements:



- Participation in College events as required or as specified by the Principal.

General Information for Applicants

We are dedicated to providing a nurturing, faith-based educational environment and are looking for individuals who are fully supportive of the objectives and ethos of Catholic education. As part of your role, you will be expected to participate in co-curricular activities as part of your general duties.

Essential Requirements:

- All applicants must have a current Working with Children Check (WWC).
- Applicants for teaching positions must hold a relevant degree and be eligible for registration with the Teacher Registration Board of Western Australia (TRBWA). To apply for a position at Our Lady of Mercy College, your application must include the following:

1. Cover Letter

- Clearly state the position you are applying for.
- Highlight your skills, knowledge, and experience relevant to the role.
- Limit your cover letter to one (1) page.

2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications and/or experience
- Parish/Community involvement
- Membership of Professional Associations
- References: Contact details of two (2) professional referees, one of whom should be your current employer. If applicable, include a Parish Priest or Minister as a referee.

3. Copies of any Requested Information

Please include copies of the following, where applicable:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain it upon appointment.
- Working with Children Check (WWCC) or willingness to obtain it upon appointment.
- CEWA Accreditation to Work or willingness to work towards it upon appointment.
- Relevant Qualifications.

Applications are to be addressed to The Principal, Mr Rob Crothers and submitted via email to humanresources@olmca.wa.edu.au

Further information can be obtained by contacting Mrs Viv McKenzie, Director of Student Wellbeing on (08) 9720 3300.