



Marian College Ararat

Application for Employment

Marian College Ararat seeks applications from enthusiastic persons for the position of School Counsellor for commencement in Term 1 2025.

This application package will assist you with your application and must be read carefully and followed accordingly. This package includes:

1. About Marian College
2. About You
3. Position description
4. Child Protection and Safety

How to apply for an application to be considered, it is essential that application include:

1. a Cover Letter
2. a response to the "About You" selection statement
3. a detailed Resume and
4. a completed Application Form (from website) Application information on the Marian College Ararat website <https://www.mcararat.catholic.edu.au/about-us/employment-1> Email to the Principal - principal@mcararat.catholic.edu.au

Please note:

Applications which do not comply with the Selection Guidelines may not be accepted and/or may require you to provide further information before your application can be considered.

Your application will be acknowledged, and a copy of the Marian College Employment Privacy Policy will be forwarded to you. · After applications close, you will be advised if you have been successful in securing an interview for this position.

In fulfilling Marian College Ararat's obligation to Ministerial Order 1359, Child Protection and Safety, it is a legal requirement to obtain information about a person who it proposes to employ to perform child related duties:

- WWCC (Working With Children Check)
- Proof of personal identity and any professional or other qualifications
- The person's history or work involving children.
- References that address the person's suitability for the job and working with children.

Any false or incomplete statement or information in your application for employment may lead to a rejection of your application for employment. Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers, referees, or sources. By making an application for this position you consent to these pre-employment checks.

For any further information in relation to the position, please contact Veronica Scott, Human Resources Manager via vscott@mcarrarat.catholic.edu.au or (03) 5352 3861.

About Us

Marian College is a dynamic and nurturing Kildare Education Ministries Catholic school in the Brigidine tradition. We are committed to ensuring a vibrant and challenging educational environment of learning and personal growth. Our safe supportive environment will empower our young people to become part of a generation responsible for bringing positive change to our world.

About

You

You will demonstrate a strong commitment to supporting the personal, educational, and social needs of students. You are able to effectively collaborate with specialists and other personnel or agencies when necessary, ensuring a comprehensive approach to addressing student needs, programs, and intervention strategies. You possess exceptional interpersonal and communication skills, promoting both academic success and personal well-being for all students.

Child Protection and Safety

Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect, and a child's exposure to family violence.

Marian College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

This Child Protection Program is made up of work systems, practices, policies, and procedures designed to maintain a child safe environment and to embed an organisational culture of child safety within the College community. The Program deals specifically with child protection issues and is designed to ensure compliance with the Victorian Child Safe Standards and related child protection laws. Broader child safety issues arising from our common law duty of care are dealt with through our Student Duty of Care Program. With the implementation of Ministerial Order 1359 relating to Child Protection and Safety in July 2022, Marian College Ararat, in conjunction with Kildare Ministries and the Catholic Education Office, Ballarat, commenced the process of introducing and imbedding child protection and safety policies and procedures throughout the College and associated community.

School Counsellor

Location : Marian College Ararat
Classification : Education Support Health & Wellbeing Category B, Level 4
Reports to : Principal

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none">● An understanding of the ethos of a Catholic school and its mission.● A willingness to support the College's values, policies and procedures.
School Counsellor	<p>The role is designed to provide specialist guidance and a counselling service at Marian College. The Student Counsellor will work with the Head of Wellbeing, the Head of Learning Diversity, the Administration Team, staff and, if appropriate, parents to address the relevant personal, educational and social needs of students at Marian College. This may require them to liaise with specialist and other personnel or agencies as appropriate.</p> <p>In practice this means:</p> <ul style="list-style-type: none">● Provide support and advice to the Head of Wellbeing regarding the management and delivery of Pastoral Care and welfare within the school;● Provide support and advice to the Head of Learning Diversity regarding students identified as not coping in the classroom in relation to their strengths and weaknesses, learning difficulties and disorders and appropriate strategies to address these in the school and home settings;● Work with the TA teachers/House Leaders to manage issues of concern or students at risk;● Support staff with strategies for more effective classroom management where problems arise;● Be available to discuss and investigate problems and as necessary, organize appropriate outcomes;● Attend Wellbeing meetings and Administration Meetings as required;● Be available to VCE students and parents for support on release of VCE results;● Meet regularly with the Head of Wellbeing and the Principal to discuss student needs, programs and intervention strategies across the College.

Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal • Demonstrate professional and collegiate relationships with colleagues • Other duties as directed by the Principal
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Excellent interpersonal and communication skills • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Ability to develop and maintain strong working relationships with key stakeholders • Capacity to work to tight timelines • Proven capacity to work independently • Sound organisational skills including strong attention to detail • Proven time-management skills • Self-motivation