



Our Lady of
Mercy College

COLLEGE COUNSELLOR

Application Package

College Counsellor

Full-time, Ongoing

Introduction to the College

Our Lady of Mercy College is a co-educational secondary school for students from Year 7 to Year 12. Guided by the Catholic faith and Mercy tradition, the College is committed to inspiring learning, nurturing faith and embracing life. We focus on the holistic development of each student – academically, socially, emotionally and spiritually.

Set in peaceful surroundings, our campus offers dynamic learning spaces, expansive grounds and excellent sporting facilities, creating an ideal environment for students to thrive. Our mission centres on deep learning and spiritual growth, empowering students to become compassionate, capable and globally minded citizens.

Overall Responsibility

The College Counsellor at Our Lady of Mercy College is a valued member of our College responsible for providing high-quality counselling, case management and wellbeing support services to students, staff and families. Through early intervention, pastoral care and appropriate referral pathways, the College Counsellor supports the social, emotional and educational wellbeing of the College community, particularly those who may be at risk. Working collaboratively with staff, families and external agencies, the role promotes positive student outcomes and contributes to a safe, inclusive and supportive school environment.

The College Counsellor also contributes to the development, implementation and evaluation of wellbeing policies, programs and initiatives that align with the Mission, Vision and values of Our Lady of Mercy College. The role provides professional guidance and support to staff and families, delivers wellbeing education and initiatives, and fosters positive relationships across the College community. A strong commitment to child safety, professional practice and student wellbeing is central to ensuring all students are supported to thrive and achieve success.

Reporting To

The College Counsellor reports to the Head of Wellbeing.

Duty Statement

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 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

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 Head of Wellbeing
- 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 Head of Wellbeing 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 Head of Wellbeing, informing and educating staff and parents, as appropriate, to more effectively support student wellbeing
- Demonstrates professionalism, diplomacy and integrity at all times

6. Implement Effective Case Management Procedures in collaboration with the College Deputy Principals, Head of Year and CEWA Lead Psychologist

- Implement case management procedures where it is identified that a student is at significant risk or there are complex circumstances that require multi-stakeholder engagement
- In collaboration with CEWA Lead Psychologist, ensure best practice in clinical governance of complex cases
- Liaise with stakeholders and ensure best practice and effective, collaborative case management processes.

7. 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

8. 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

9. 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

10. Additional Duties

- Actively support the College's Mission and Vision Statement
- 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

Selection Criteria

Successful applicants for this role will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Have the relevant qualifications and professional registration in counselling, psychology, social work or a related discipline, with experience working with young people in an educational or youth-focused setting.
- Demonstrate ability to provide counselling and case management services, including assessing and supporting students experiencing a range of social, emotional, behavioural and wellbeing concerns.
- Possess knowledge of adolescent development, mental health and wellbeing, with the ability to implement appropriate interventions, referral pathways and support strategies.
- Possess strong interpersonal and communication skills, with the capacity to build positive and professional relationships with students, families, staff and external agencies.
- Have experience in developing, delivering and evaluating wellbeing programs, initiatives or workshops that promote student wellbeing, resilience and positive engagement.
- Have the ability to work collaboratively within a multidisciplinary team, contributing to whole-school wellbeing approaches, policy development and continuous improvement.
- Demonstrate strong organisational and time management skills, with the ability to prioritise tasks, work independently, and remain calm and adaptable in dynamic situations.
- Demonstrate commitment to child safety, ethical practice and professional standards, including knowledge of relevant legislative and reporting requirements.
- Demonstrate a willingness to actively participate in and contribute to the life of the College community.

Tenure and Conditions

Responsibility	Position reports to the Head of Wellbeing
Tenure	1.0 FTE, Ongoing
Remuneration	As per the industrial agreement: Non Teaching Staff Enterprise Agreement 2014 & CEWA Salary Schedule .
Leave	Entitlements as per the industrial agreement.
Working Pattern	8:00 am – 4:00 pm, Monday – Friday
Position Requirements	• Nationally recognised 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. • Current First Aid Certificate (to be obtained if not held). • On appointment completion of Mandatory Reporting Training. • On appointment completion of Staff Code of Conduct Training. • 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.
Extra-curricular and After-hour Requirements	Fully support College activities by attendance at various extra-curricular and social functions where required. The activities include and are not restricted to Annual Commissioning Mass and Presentation Evening. These are examples of significant compulsory events for all staff.

General Information for Applicants

To apply for the role:

Applicants will need to produce an application package which includes:

1. Cover letter
2. Curriculum Vitae, including copies of professional qualifications

Applications are to be received via email to olmca.humanresources@cewa.edu.au addressed to the Principal, Mr Vince Bellini, no later than 9.00 am, **Friday 24 July, 2026. Applications after this deadline will not be accepted.**

The College reserves the right to close advertising early.

1. Cover Letter

Write a cover letter addressing the selection criteria, clearly stating the teaching position being applied for. This should be a maximum of two pages. Letters need to be addressed to the Principal, Mr Vince Bellini.

2. Curriculum Vitae

- Employment history
- Professional qualifications
- Reference to Accreditation held within the Catholic sector
- Extracurricular qualifications and/or experience
- WWCC (Working with Children Check Card) numbers and expiry date
- Names and contact information of three professional referees. All will be contacted for the purpose of a verbal reference. If applicable, include a Parish Priest or Minister as a referee.

Your three referees must include;

- a person with whom you are currently working.
- a person with whom you have worked in the past two to five years.
- a current line manager.
- Provide copies of professional qualifications, Working with Children Check card.

Further information can be obtained by contacting the Vice Principal, Mrs Maree Maughan on 08 9720 3300.

*Please note, the College will be closed for one week from Monday 6 July for school holidays.

Timeline

Friday 3 July	Position advertised
Friday 24 July	Closing date for applications
Wednesday 29 July	Shortlisting and interview invitations sent
Monday 3 August	Interviews
Friday 7 August	All applicants advised of position outcomes



Our Lady of
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