

# ESS Job Description

<p><b>All Non-Teaching Staff (ESS) at Brentwood Secondary College should:</b></p>	<ul style="list-style-type: none"> <li>• Work conscientiously within the framework of the College Strategic Plan and policies, DET policies and regulations and the law.</li> <li>• Engage in critical self-reflection of work practices to improve the quality of projects, presentations, and general work output.</li> <li>• Actively participate in College professional development activities as required and as an outcome of their Performance and Development Plan.</li> <li>• Participate actively in the meetings and tasks established by the College’s organisational structures, both individually and as a member of teams.</li> <li>• Provide appropriate professional assistance to colleagues.</li> <li>• Be able to organise and manage a range of college activities.</li> <li>• Be professional in presentation and conduct with all members of the College community. Refer to the Staff Dress Code in the BSC Staff Handbook.</li> <li>• Communicate effectively with parents, students and colleagues.</li> <li>• Apply best practice around the receipt and application of confidential information.</li> <li>• Refer to the Leave Policy with regard to applying for Long Service Leave and Leave without Pay.</li> </ul> <p><i>If the ESS is unable to attend work, he/she should ring the Director of College Operations to record the absence and upon return to the College should complete a leave request on Edupay.</i></p>
<p><b>Outline</b></p>	<p>Student Counsellor</p> <ul style="list-style-type: none"> <li>• Counselling and case management of complex needs students.</li> <li>• Collaborative approach to the daily organisation and operations of the Brentwood Wellbeing placement program and Department.</li> </ul>
<p><b>Key Responsibilities and Accountabilities</b></p>	
<p><b>1. Counselling of complex needs students</b></p>	<ul style="list-style-type: none"> <li>• Provide one on one counselling for high risk and/or complex needs students</li> <li>• Risk assessments on student in crisis</li> <li>• Assessing and implementing approach to crisis management of students</li> </ul>
<p><b>2. Case management</b></p>	<ul style="list-style-type: none"> <li>• Refer students and families to external mental health service providers</li> <li>• Collaborate with external mental health service providers</li> <li>• Develop, implement and review case management plans for complex needs students</li> <li>• Communicate case management plans and building partnerships with HL’s, HoH and other relevant stakeholders</li> <li>• Attend SSG’s and case review meetings</li> <li>• Manage and allocate referrals from parents, HoHs, HLs and teaching staff</li> </ul>
<p><b>3. Daily organisation of Wellbeing Program</b></p>	<ul style="list-style-type: none"> <li>• Collaborative team approach to co-ordination and oversight of Wellbeing Program.</li> <li>• Conduct daily meetings with sub management team</li> <li>• Collaborative team approach to conducting interviews with placement students and the allocation of roles</li> <li>• Ongoing training and development of placement students</li> <li>• Develop and maintain positive working relationships with university placement co-ordinators</li> </ul>
<p><b>4. Administrative tasks</b></p>	<ul style="list-style-type: none"> <li>• Manage rosters</li> </ul>

	<ul style="list-style-type: none"> <li>• Collate relevant data and statistics of Wellbeing activities</li> <li>• Record and review case notes</li> <li>• Ongoing communication with parents, teaching staff, HLs and HoHs</li> <li>• Manage allocation of students on external psychologist's case load</li> <li>• Manage and maintain up to date records for placement program including WWCC</li> <li>• Daily reporting to Wellbeing team</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintain awareness of current best practice in your area of work, DET and in secondary education</li> <li>• Undertake ongoing professional learning and development</li> <li>• Participate in professional development opportunities within areas relevant to your role</li> <li>• Support continuous improvement, evaluation and evidence-based innovation in school programs</li> </ul>
<b>6. College Community</b>	<ul style="list-style-type: none"> <li>• Develop positive interpersonal relationships with students, staff and the wider College community</li> <li>• Participate in the culture and life of the College.</li> <li>• Support colleagues in their work.</li> <li>• Participate in specific meetings of school committees as required.</li> <li>• Make contributions to the Daily Bulletin, College newsletters, annual magazine and other school publications as appropriate.</li> </ul>
<b>7. Other</b>	<ul style="list-style-type: none"> <li>• Support and care of Brentwood Community</li> <li>• Develop and coordinate Wellbeing responses to critical issues i.e. Respectful relationships, Safe schools</li> <li>• Attend camps as required</li> <li>• Other duties as required by your Manager, Business Manager &amp; the Principal.</li> </ul>

### Key Selection Criteria

- 1) Demonstrated ability to provide counselling to adolescents with complex issues including experience in responding to crisis situations and providing support to students and their families.
- 2) Outstanding organisational, communication and interpersonal skills (both oral and written) with demonstrated ability to work both independently and collaboratively within a team in a school environment.
- 3) Demonstrated experience in creating and implementing case management plans, including providing information, advice and support to teachers and students to achieve learning outcomes.
- 4) Demonstrated ability to liaise with a broad range of individuals and community organisations with a high degree of advocacy, negotiation, and problem solving and conflict resolution skills.
- 5) Demonstrated ability to design, deliver or broker professional development for staff in the area of student wellbeing.