Melbourne Archdiocese Catholic Schools

MARYMEDE CATHOLIC COLLEGE
In the way of Mary

Position Description

Director of Counselling and Wellbeing Services

Purpose of position	The Director of Counselling and Wellbeing Services supports the Deputy Principal – Student Wellbeing with realising the College's Catholic ethos, Mission, values and strategic intent and leading the Counselling and Wellbeing Services of the College. They are entrusted with the responsibility to lead the Counselling and Wellbeing Services Team across all Campuses of the College.
Staff Team	Counselling and Wellbeing Services Team
Reporting to	Deputy Principal – Student Wellbeing
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Support Officer Level 5, Category C
Salary and benefits	• Salaries and conditions are set by the Catholic Education Multi Employment Agreement 2022. The position would be recompensed according to the scale for a full time Educational Support Category C depending on experience and qualifications. Additional POL 2 allowance is included with this role. • Finishing dates for the end of each year will be in consultation with the Principal and may vary from year to year.
Commencement date	Term 1 2027
Employment conditions	• Full-time and fixed-term • Hours of employment are: 8.00am to 4.06pm, Monday to Friday, 30-minute lunch break. The successful applicant will: • be subject to a satisfactory National Police Record Check and Employee Working with Children Check

	Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.
Qualifications and experience	Full registration as a Psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) or as a Counsellor/Social Worker with other regulating bodies. A current Victorian driver's licence and access to a vehicle. Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Lead the College Counselling and Wellbeing Services Team
- Be a contributing member of the College Wellbeing Strategy Team, College Wellbeing Implementation Team and Student Pathways and Progress Teams
- Lead the Counselling and Wellbeing Services Team ensuring systems and services support College strategy for student wellbeing
- Participates in the development and implementation of relevant College policies, procedures and programs with a focus on enhancing the wellbeing of the students and school community, particularly those at risk
- Establishes and maintains links with relevant community support agencies, allied professionals and school networks with a view to optimising services available for students that focus on primary prevention, early intervention and continuity of care
- Supports the Deputy Principal – Student Wellbeing in developing and implementing a range of professional learning programs for staff consistent with the whole school approach that focuses on student wellbeing
- Supports the Deputy Principal – Student Wellbeing in managing student complex cases
- Acts as a consultant to teachers and families on matters relating to student wellbeing and development
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including assisting with the preparation and monitoring of relevant budgets and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience in leading teams, building capacity in others, and working as part of team
- Ability to strategically lead the functions of counselling and wellbeing services across the College
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:	November 2026