

# Role Description Senior Guidance Officer (Generic)

## Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

23521

Content

Manager No.

18/88114

Work Unit

**Nominated School or Region**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**Stream 2, Level 2, Teaching in State Education Award – State 2016**

## Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

## Your opportunity

As the Senior Guidance Officer, you will:

- Coordinate and support the provision of guidance and counselling services to schools in consultation with Principals.
- Develop and implement a system of clinical and technical supervision in collaboration with Principals to ensure that guidance practices are appropriate.

The Senior Guidance Officer reports to the nominated delegate of the Regional Director. When delivering a direct guidance service, the Senior Guidance Officer reports to the Principal of the school in which that service is delivered.

## Your role

Senior Guidance Officers may be based in a region or school. The precise balance of duties in each setting will be determined by local needs. Senior Guidance Officers generally specialise in either Primary/Developmental or Secondary/Post Compulsory areas. It is likely that regions will need to cooperate to provide supervision from appropriately skilled Senior Guidance Officers across the Prep to Year 12 range.

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Coordinate and maintain the provision of professional development in relation to guidance and counselling related skills.
- Provide direct guidance services to students as determined through consultation with Principals.
- Work with Principals and school-based guidance officers to ensure the effective provision of guidance and counselling services directly to students.
- Coordinate and support the provision of guidance and counselling services to school in consultation with Principals.
- Develop and implement a system of technical and clinical supervision in collaboration with Principals to ensure the guidance services within the schools are appropriate. Psychoeducational practices, personal, career, course counselling and behaviour management interventions may be the focus of that supervision.



- Participate as a member on regional Suspected Child Abuse and Neglect (SCAN) teams as required and initiate, develop, maintain and promote effective multi-agency and multi-disciplinary networks that coordinate a holistic response to complex educational, personal, and vocational needs of children, students, and adults in schools and the community.
- Initiate, develop, maintain and promote effective multiagency and multidisciplinary networks that coordinate a holistic response to complex educational issues.
- Design and implement training, induction and supervisory programs for Guidance Officers.

**A mandatory requirement of this role is:**

- Current full registration as a teacher in Queensland. Information on registration requirements is available at [www.qct.edu.au](http://www.qct.edu.au) or on toll free 1300 720 944.

**AND one of the following:**

- Completed coursework Masters, majoring in guidance and counselling, or an equivalent completed coursework Masters including study in the areas of psychoeducational assessment, counselling and mental health  
OR
- General or provisional registration as a psychologist through the Australian Health Practitioner Regulation Agency (AHPRA) Psychology Board  
OR
- an Australian Psychology Accreditation Council (APAC) accredited four- or five-year qualification in psychology, that at the time of completion, would enable general registration as a psychologist following completion of a board approved internship or accredited sequence of study.

**Highly desirable:**

- A minimum of two (2) years full-time, or equivalent, teaching experience
- Current membership of the Queensland Guidance and Counselling Association (QGCA).

**How you will be assessed**

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

- Demonstrated competency for leadership in the delivery of educational services to adolescents and children, and effective management to optimise the achievement of agreed goals.
- Demonstrated competency to acquire skills in clinical and technical supervision in the areas of psycho-educational assessment and intervention, counselling and support for schools in behaviour management practices as these apply to the achievement of quality educational outcomes for all students.
- Demonstrated competency for providing exemplary guidance and counselling services within the educational environment.
- Demonstrated competency for being accountable for outcomes-based performance in relation to the guidance and counselling programs, and associated strategies and services which support the needs of students.
- Demonstrated competency for developing effective interpersonal relationships and establishing productive partnerships.

**Additional information**

- For further information refer to the Applicant Information Package and the conditions of employment for teachers.
- This role description works in conjunction with the Candidate Information Package.
- For further information regarding applying for teaching positions, refer to the Department of Education's teacher employment information at <https://teach.qld.gov.au/apply-to-teach/submit-your-application>