



POSITION DESCRIPTION

POSITION:	Head of Counselling
RESPONSIBLE TO:	Headmaster Associate Headmaster Junior/Senior Schools
RESPONSIBILITY LEVEL:	3 MU
FUNCTIONAL RELATIONSHIPS:	Leadership Team Senior Leadership Team Deans Network Health Centre Staff HODs / HOFs Outside Agencies

Pre-eminence in boys' secondary education is at the heart of Auckland Grammar School's vision. To support the achievement of this vision, it is fundamental that all people employed at Auckland Grammar School uphold and promote the integral values of the School; Integrity, Excellence, Respect, Courage, Pride, Commitment, and Humility.

Alongside these values, every member of staff has a key role in achieving excellence. This document outlines the key objectives, tasks, and competencies that are relevant to your role at Auckland Grammar School.

Summary of Position:

The Head of Counselling is responsible for the leadership and management of counselling and guidance of students at Auckland Grammar School. The Head of Counselling is a trained counsellor.

Key Objectives:

- Pastoral Care/Counselling**
To ensure the School provides quality professional guidance/pastoral care and has systems in place to accommodate students and staff.
- Personnel**
To have a presence amongst the staff and student body, while leading a team of dedicated professional counsellors.
- Financial Management**
To ensure the day-to-day management of the departmental budget is in accordance with the School's policies and procedures.
- Administration**
To direct the day-to-day management of the department within the policies/guidelines laid down by the School Board/Headmaster. To lead the department's direction, aligning with the School's Strategic Plan.
- Counselling**
To show professional leadership in counselling – pastoral and academic.
- Health and Safety**
To be fully aware of Health & Safety policies and proactively lead the adoption within the department and the School.

Key Tasks:

1. Pastoral Care/Counselling:

- To accept self-referrals from students, staff and parents/guardians and to liaise with a Health Centre Nurse to develop and maintain a confidential and viable referral system.
- To accept referrals from staff, parents/guardians and outside agencies.
- To organise family group conferences and refer on to outside counselling where necessary.
- To ensure new students have orientation and induction programmes on entry to Auckland Grammar School.
- To act as a consultant and resource person within the School community.
- To liaise with and prepare reports for outside agencies (e.g.; Oranga Tamariki, NZ Police, S.E.S., Probation Service, Family Court, etc).
- To represent the Guidance Network at regular meetings of the Community Resource Network.
- To maintain contact and a working relationship with outside counselling agencies.
- To ensure all counsellors are familiar with School policies and procedures, as they pertain to pastoral care.
- To provide specialist advice to the Leadership Team regarding crisis management.

2. Personnel:

- To be available to assist the Headmaster with the appointment of guidance/counselling staff.
- To regularly liaise with the Head of Faculty – Vocational and Assisted Learning, and work with the Head of Tertiary Pathways.
- To meet regularly with the Director of Boarding (Tibbs House) to discuss 'students at risk' or requiring additional support.
- To maintain professional development by attending relevant training workshops and/or conferences.
- To deploy the counselling duties across the team of counsellors, bearing in mind individual staff strengths.
- To provide motivational leadership to the counselling team.
- To develop a personnel plan relating to the future needs of the department.
- To contribute to the School's general policy-making and management as they pertain to guidance/student support matters.
- To oversee and work with the Deans on guidance-related matters.
- To oversee and manage the professional development of the counselling team, ensuring staff supervision is regular and meets the code of ethics.

3. Financial Management:

- To supervise the development of the annual budget in line with the School policy.
- To implement the School's Finance policies for daily financial management by supervising:
 - Sound bookkeeping practices
 - Monitoring statements of income/expenditure
 - Administering departmental funds according to the approved budget and policies

4. Administration:

- To contribute to the administration of the Student Services network, including the preparation of policies, goals, budget and evaluation procedures.
- To have direct input into the Board's strategic direction – Pastoral Care. This includes the 5-Year Strategy and Annual Plan targets.
- To prepare monthly reports to the School Board and a comprehensive annual report for the Headmaster.
- To maintain accurate records and ensure they are stored securely and confidentially.
- To ensure that any resources/equipment are well-maintained.
- To ensure the activities of staff and students meet the School's Health & Safety policies and protocols.
- To be fully informed of and meet all expectations of an Auckland Grammar School staff member as outlined in the Staff Handbook and School policies.

5. Counselling:

- To have an understanding of the School system and contexts.
- To work effectively in the multicultural context of the School.
- To demonstrate empathy with a student or staff member's situation.
- To provide professional and confidential counselling services for all students.
- To provide guidance programmes, mediation and appropriate activities.
- To access support from a variety of external agencies/social services.
- To identify students at risk and provide appropriate support.
- To ensure all services are accessible and appropriate for all ethnic groups in the School community.
- To provide a confidential counselling service for staff as required.

6. Health & Safety:

- To be aware of any potential hazards or risks to the safety of any person on the School site, and work to ensure the safety of yourself and others at all times.
- Attempt to isolate, minimise or eliminate a hazard where observed. Where that is not possible or puts a person (including yourself) into undue danger, notify the appropriate parties.
- Identify any 'at risk' students, and work promptly to ensure awareness is raised with the appropriate parties, and any risk for that student is minimised as far as is reasonable.
- To ensure the workplace is maintained in a manner which is healthy and safe for all team members to work in, and students/parents/guardians/visitors to attend.
- Maintain awareness and understanding of the School's Health & Safety Policy, and ensure all team members are aware of, and comply with the policy.
- To ensure evacuation and lockdown procedures are carried out, per School guidelines, in a safe and timely manner, inclusive of any drill events that may occur throughout the year.

7. General:

- To participate in educational activities outside of the classroom/extracurricular activities.
- To take responsibility for other duties as may be delegated by the Headmaster from time to time.
- To undertake regular performance appraisal as per School policy.

- To convene department meetings and provide Minutes of such meetings to the Associate Headmaster.
- With the HOF Vocational & Assisted Learning, lead support staff in the department, including the Student Services Office Manager.

Requirements of Position:

- To possess a minimum of Level 6 qualification in Counselling (required).
- Be a registered teacher and hold a current practising certificate (required).
- Hold current memberships with NZAC and meet the NZAC Code of Ethics.
- Be prepared to undertake regular ongoing supervision from a professional counselling supervisor.

Key Competencies:

Business acumen	The ability to appreciate business principles.
Commitment	Demonstrate commitment to the School and active promotion of the values of Auckland Grammar School: Integrity, Excellence, Respect, Courage, Pride, Commitment, and Humility.
Communication	The ability to listen to and understand others and to transfer thoughts, ideas and concepts effectively orally and in writing.
Decisiveness	The ability to make decisions based upon the judgement of the best option for particular situations. Reaching logical conclusions and making decisions based on the available information.
Flexibility	The ability to change and adapt to different environments and people. Is not afraid of change.
Forward thinking	The ability to think outside the existing environment and the capability of planning and implementing future strategies to take advantage of changing circumstances.
Innovation	The ability to push horizons, where improvements can be made, to find more effective mechanisms and tools.
Interpersonal relationships	The ability to build and maintain sound, professional and effective relationships with a range of colleagues and clients.
Organisation	The ability to plan, schedule and control the workload of self and others; skill in using resources in an optimal fashion and achieving targets on time.
Perceptiveness	The ability to understand the motivation and behaviour of other people.
Problem solving	The ability to consider problems in a reasoned and analytical manner, often selecting a solution from two or more viable options.
Self confidence	The ability to act with assurance in any situation and the ability to initiate contact with other people in business and social situations.
Self-motivation	The ability to work without direct guidance. Showing that work is important to personal satisfaction.

Teamwork and cooperation	The ability to willingly help others, as necessary, to achieve objectives and to work as part of a team.
Tolerance management	The ability to tolerate opposing views and maintain a stable performance under pressure and stressful situations.

Signed: _____
Head of Counselling

Date: _____

Signed: _____
Deputy Headmaster - HR

Date: _____