



## Job Description

**Position:** Guidance Counsellor  
**Responsible to:** Principal  
**Functional Relationships:** Principal, Deputy Principal and Assistant Principals, School Social Worker, Careers/Academic and Pastoral Deans, Level Deans, Vertical Form teachers, HOD's, staff, pupils, caregivers, outside agencies and community groups, and professional supervisor.

**Employment Status:** Fulltime  
**Job Purpose:**

Key Tasks		
Responsibilities	Performance Indicators:	Achieved Yes/No
1. Counselling	<ul style="list-style-type: none"> <li>To offer counselling opportunities to students, staff and families/whanau as required, working within the NZAC Code of Ethics.</li> <li>To work collaboratively with the School Social Worker to apportion caseload and manage the support of clients and their families.</li> <li>To take a lead role, with senior management, the guidance network and form teachers, to ensure that the pastoral care systems meet the needs of the school community.</li> <li>To work collaboratively as required to support and assist the Careers Dean, Academic Dean and Yr 12&amp;13 Dean in their work with students.</li> <li>Accept self-referrals from students, staff and families/whanau.</li> <li>Accept appropriate referrals from staff, school social worker, families/whanau and outside agencies.</li> <li>When appropriate, meet with students and their families/whanau.</li> <li>Provide specialist advice to the school's crisis intervention team, as required.</li> <li>Facilitate group counselling sessions or mediation between parties as required, or assist/support the school social worker with same as required (e.g. resolving friendship issues, restorative meetings, teacher-student issues etc)</li> <li>Keep appropriate records of counselling work, ensuring they are kept securely and confidentially.</li> </ul>	
2. Programme Work	<ul style="list-style-type: none"> <li>To work collaboratively with all staff in their guidance and teaching roles to create conditions in which students can meet their potential.</li> <li>To help to establish a safe and inclusive climate in the school, free of intolerance, harassment and bullying.</li> <li>To act as an agent for positive change within the school community.</li> <li>Co-ordinate and/or assist with the preparation, delivery and evaluation of guidance-related</li> </ul>	



	programmes to meet the various needs of staff, students and families/whanau.	
3. Administration	<ul style="list-style-type: none"><li>• Prepare and manage a small guidance budget.</li><li>• Complete documentation as required in relation to referrals to outside agencies/community groups.</li><li>• Provide an annual report as required, which may include such things as a statistical analysis of guidance counsellor activities, current trends &amp; concerns etc, to the Board of Trustees.</li><li>• Contribute to development of policies and practices in relation to guidance activities.</li></ul>	
4. Liaison	<ul style="list-style-type: none"><li>• To network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves.</li><li>• When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group Conferences.</li><li>• Act as a consultant and resource person within the school community.</li><li>• Be available to assist the Principal with the appointment of Guidance Network Staff.</li><li>• Be involved in liaising with the community.</li><li>• Alongside the school social worker, liaise with outside agencies as required (e.g. Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.)</li></ul>	
5. Professional Development	<ul style="list-style-type: none"><li>• Participate in regular 'professional supervision' as required as an NZAC member or as appropriate. Engage in ongoing professional development, including attending relevant training workshops and conferences.</li></ul>	

\_\_\_\_\_

/ /

Signature of Employee

\_\_\_\_\_

/ /

Signature of Manager