

Position	Guidance Counsellor
Time	18 hours per week
Hours of Work	Weekly Rotation Roster with Wellness Centre Coordinator to ensure the Wellness Centre is open 8am to 3.05pm, Monday to Friday.
RESPONSIBLE TO: The Principal and through her the Board of Trustees	
Relating to, and Communicating with:	Principal, Deputy Principals, Deans, Whanau teachers, HoF's, Wellness Centre Coordinator, other staff, pupils, caregivers, outside agencies and community groups, and professional supervisor.
Primary Objectives	
<p>To offer counselling opportunities to students and families/whanau as required, and be a member of a professional organization working within the NZAC (NZ Association of Counsellors) or NZCCA (NZ Association of Christian Counsellors).</p> <p>To take a lead role, with senior management, in establishing and building positive relationships between home and school.</p> <p>To work collaboratively with all staff in their pastoral roles to create conditions in which students can meet their potential.</p> <p>To offer counselling support to staff and/or seek other resources for staff.</p> <p>To network within and outside the school to ensure that students are assisted to find appropriate assistance.</p> <p>To assist to establishing a safe, tolerant and inclusive climate in the school, that is free of, harassment and bullying.</p> <p>To act as a positive role model with in the school community.</p> <p>To develop and maintain a close working relationship with the Wellness Centre Coordinator, doctors, visiting psychologists and visiting outside agencies.</p> <p>Have a strong understanding and knowledge of primary adolescent mental health issues.</p>	
Key Tasks - Counselling	<p>Accept self-referrals from students and families/whanau.</p> <p>Accept referrals from staff, families/whanau and outside agencies.</p> <p>Provide specialist advice to the school's crisis intervention team, based on their knowledge of crisis management</p> <p>When appropriate meet with students and their families/Whanau</p> <p>Facilitate group counselling sessions (e.g. grief, abuse survivors, anger management, smoking cessation, drug screening, alcohol screening etc.)</p> <p>Provide individual counselling sessions</p> <p>Keep accurate records of all counselling sessions with students and ensure they are kept secure. This includes dates, times, student and any psychometric assessments</p> <p>Maintain school counselling statistics and provide end of term report to the Senior Leadership Team.</p>

<p>Key Tasks - Programme Work</p>	<p>Co-ordinate and/or assist with the preparation, delivery and evaluation of guidance related programmes to meet the various needs of student's families/whanau and staff. (Mentoring, peer support training, Haurua Day, eliminating violence)</p> <p>Provide specific mediation and meetings when required by deans and senior management and the principal to resolve issues.</p>
<p>Key Tasks - Administration</p>	<p>Prepare and manage relevant budget(s).</p> <p>Prepare and maintain a guidance counselling management document.</p> <p>Complete documentation in relation to referrals to outside agencies/community groups.</p> <p>Provide an annual report, including a statistical analysis of guidance counsellor activities, to the Board of Trustees, through the Wellness Centre.</p> <p>Contribute to development of policies and practices in relation to guidance activities.</p>
<p>Key Tasks - Liaison</p>	<p>When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group Conferences.</p> <p>Act as a consultant and resource person within the school community.</p> <p>Be available to assist the principal with the appointment of Guidance Network Staff.</p> <p>Be involved in liaising with the community.</p> <p>To reintegrate support and be involved in referrals to Awhina and Kokiri.</p> <p>Liaise with outside agencies (e.g. Child, Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations etc.)</p>
<p>Key Tasks - Professional Development</p>	<p>Participate in supervision monthly with a supervisor highly knowledgeable in primary mental health</p> <p>Maintain and engage in ongoing professional development, including attending relevant training workshops and conferences.</p> <p>Maintain membership of a professional body and provide a current practicing certificate with the NZAC Registration Board.</p> <p>Provide education for staff when necessary.</p>
<p>Key Tasks – Wellness Centre</p>	<p>To assist in the general up keep of the Wellness Centre for the benefit of the students.</p> <p>To assist in the coverage of the Wellness Centre when the Coordinator is not on site and to cover breaks.</p>

Signature_____ Date_____	