

Job Description: Guidance Counsellor



Position Title:	Part-time Guidance Counsellor - Fixed Term 28 January – 13 December 2019
Responsible to:	The Principal
Important Relationships:	Senior Leadership Team, Guidance, Deans and Pastoral Team
Performance Reviewer	Assistant Principal (TBC)

Overall Purpose of the Position

The Guidance Counsellor is responsible for the school's guidance network and processes. This will include the guidance counselling, pastoral care and supporting of students, staff and parents as necessary or on request. The main priority for this position is the students and their well-being.

Hours of Work

This is a part time, fixed term position to be worked in school term time only.

Specific Responsibilities

1. To support the Assistant Principal with the facilitation of an effective guidance and pastoral network within the relevant school policies.
2. To support and counsel students as necessary or on request, whose personal safety and learning opportunities are at risk.
3. To be available for staff needing access to counselling support.
4. To communicate with staff, on a 'need to know' basis, relevant information likely to affect the health, behaviour or achievement of a student.
5. To promote and assist in developing positive relationships between staff and students, and students and students, as necessary or on request.
6. To work with the Student Leadership Co-ordinator to set up and co-ordinate the school's Peer Mediation Programme.
7. To assist the Assistant Principal with the leadership and management of the school's anti-bullying programme, working with individual students and groups of students as required.
8. To support students with drug and alcohol problems.

9. To liaise with the significant government and non-government social agencies including but not limited to:
CAMHS, Zeal
West Coast DHB
Oranga Tamariki
Police
Poutini Wai Ora
Snap Shot
To represent the school when required at Strengthening Families, Family Group Conferences and Youth Justice Conferences.
10. To play an active role in the school's crisis management procedures. (See Crisis Management Policy).
11. To ensure that the school's guidance interventions work within the relevant statutory provisions (eg Privacy Act).
12. To maintain secure and confidential records in sufficient detail to track the sequence and nature of professional services provided in a manner consistent with ethical practice, statutory, regulatory and school requirements.
13. To develop and implement programmes designed to address specific needs of differing groups of students (eg bullying, communication, anger, self-esteem, drugs/alcohol, Zeal, DARE) as required.
14. To meet with and report to the Principal on a regular basis on the operations and performance of the Guidance Network, providing statistical data on casework and case numbers, programme delivery, contact with community and outside agencies etc as required.
15. To inform the Principal about suicidal students and how their management at the school has been planned, plus any referrals made to outside agencies.
16. To manage the guidance network's resources.
17. To participate in regular professional supervision, maintain membership of an appropriate professional organisation, and take responsibility for own continuing professional development.

The official standards for this position are those of the professional organisation of which the employee is registered or provisionally registered along with the professional expectations applicable to all employees in the school.

There will be a periodic review of performance according to the school's Performance Review Policy.

Person Specification

- A qualification in counselling or social work recognized at a minimum of Level 6 on the New Zealand Qualifications Framework.
- Verifiable successful work with teenagers and their families in multicultural community and preferably also educational environments.
- It is expected that the employee shall be a member or provisional member of the New Zealand Association of Counsellors, or a registered or provisionally registered Social Worker, and may be a member of the ANZASW.

SIGNED:**Appointee Name:**

Principal:**Andrew W England**

Date:
