

JOB DESCRIPTION & KEY ACCOUNTABILITIES

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| Job Title | School Counsellor |
| Reporting to | DP - Wellbeing |
| Job Purpose | To offer a professional counselling service within the school |
| Principal Responsibilities | <p>School Counselling</p> <ul style="list-style-type: none"> • Deliver individual and group counselling within an optimum ethical framework • Identify and manage risk following school policies, pastoral services and counselling service procedures, and in liaison with the DP – Wellbeing and Senior Leadership Team • Meet, in the first instance, with any member of the Student Support Team, or other staff members, concerning students who exhibit behaviour that causes concern • Liaise and recommend interventions throughout the school, to support students' personal and social development • Work as part of the Student Support Team • Consult with outside agencies regarding students and organise referrals as appropriate • Maintain regular communication with the DP – Wellbeing, and Principal as needed • Inform relevant staff (within the principles of informed knowledge/consent) about students who are a high safety risk, where these students are known to the School Counsellor • Work with the Chaplain in their counselling role. (Lead School Counsellor function) • Consult and/or meet with parents to better support students whose behaviour is causing concern • Ensure conflict situations are professionally managed, through effective communication and processes • Supervise and coach the student peer mediators. (Lead School Counsellor function) <p>Personnel Management</p> <ul style="list-style-type: none"> • Act as a resource person in terms of health and welfare of students and staff, as required • Undertake regular professional supervision of counselling practice • Maintain standards of counselling collegial communication within an informed consent/knowledge framework • Develop a collegial guidance department with the part-time counsellor |



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| | <p>Policy & Programme Development</p> <ul style="list-style-type: none"> • Develop programmes and policies, in conjunction and consultation with other relevant staff • Work within the school's commitment to the Treaty of Waitangi to provide a safe learning environment for Maori students • Provide a culturally safe environment and counselling service for students of all cultural backgrounds <p>Financial & Resource Management</p> <ul style="list-style-type: none"> • Prepare and manage a budget under the umbrella of Guidance network/Student Support <p>Health & Safety</p> <ul style="list-style-type: none"> • Demonstrate a commitment to health & safety related policies and procedures to ensure a safe and positive working environment <p>Professional Development</p> <ul style="list-style-type: none"> • Participate in performance appraisals, personal and professional development in line with the school's needs and identified personal and professional objectives • Maintain on-going professional development <p>Other</p> <ul style="list-style-type: none"> • Undertake other activities that may be reasonably requested by the DP - Wellbeing, Principal or Boards, to fulfil the requirements of the role • Attend and actively participate in relevant meetings as required • Adhere to school wide policies and procedures • Maintain regular communication with DP – Wellbeing • Act as an effective and professional role model, reflecting the special character of the school |
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CANDIDATE PROFILE

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| Knowledge & Experience | <ul style="list-style-type: none"> • A relevant tertiary qualification is essential. • Current Practicing certificate • Proven previous experience in a similar position is ideal, but not essential • Experience in and/or a passion for student welfare and pastoral care |
| Skills | <p>LEADERSHIP</p> <ul style="list-style-type: none"> • Demonstrates an ability to inspire, motivate and empower groups and individuals, including students, staff and members of the wider school community |



- Leads by example, in particular, accountability for actions and the delivery of consistent quality outcomes and achievements

ORGANISATIONAL SKILLS

- Has strong organisational skills with the ability to effectively multi-task

PROBLEM SOLVING & ANALYSIS

- Can effectively analyse, and confidently address, issues
- Able to make systematic and rational judgments based on all relevant information

RELATIONSHIP MANAGEMENT

- Able to establish and maintain positive working relationships within the school community
- Has a strong pastoral and student welfare orientation
- Has an interest in and empathy with adolescents
- Demonstrates tolerance and respect for individual differences
- Able to establish positive and productive networks
- Works effectively as part of a team

INTERPERSONAL SKILLS & STYLE

- Demonstrates a strong personal commitment to school-wide excellence, honesty, integrity and the special character of the school
- Thoughtful, resilient, calm and stable in challenging situations
- Shows initiative, decisiveness and openness
- Flexible and open to change
- Has excellent oral and written communication skills
- Has high personal standards
- Good sense of humour and the ability to work under pressure