



Job Description: Guidance Counsellor

Reports to: Principal

Purpose of position:

- To work with Senior Administration staff, Guidance Network and rōpū teachers to meet the pastoral needs of students
- To offer counselling to students
- To act as a resource person for staff, students and their parents / caregivers.
- To assist with staff development and training as appropriate
- To liaise with relevant outside agencies
- Offer counselling to staff as appropriate
- To act as an agent for positive change within the school community.

Hours of work:

- This is a permanent, full-time position.

Delegations and authorities:

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Relationships:

Internal	External
Principal Deputy Principals Assistant Principal Careers Advisor Deans Rōpū teachers Heads of Faculty Staff Students	Caregivers Community and support agencies and supervisors CAMHS Central Regional Health School Youth Services Alternative Education Oranga Tamariki

Person specification:

The Guidance Counsellor will:

- Have an empathy with Wellington High School's WERO
- Possess a first degree or qualifications relevant to the position of School Counsellor
- Have relevant experience in the area of counselling students
- Have an understanding of themselves that allows them to maintain a high level of self-esteem to accept their strengths and weaknesses, their successes and failures. The Counsellor should be emotionally stable, self-confident, reliable, self-motivated, resilient and trusting of others.
- Be sensitive to the needs and feelings of others. This must include an acknowledgement of and respect for differences stemming from culture, gender, age, disability and/or sexual orientation. Applicants should demonstrate an understanding of the Treaty of Waitangi.
- Have proven oral and writing skills, an ability to communicate ideas clearly and concisely, and have effective interpersonal communication skills particularly with adolescents. A sense of humour would be helpful.
- Provide evidence that they are accepted and respected by others and are able to work effectively and constructively with them.
- Have organisational skills that enable effective and flexible use of time and fulfil the tasks of coordinator and facilitator
- Be able to play an active part in staff / school affairs and contribute to management decision making.
- Be aware of the professional responsibility for confidentiality and how this applies to counselling (NZAC Confidentiality Guidelines).

Key Tasks

1) Counselling

- Accept self-referrals from students and staff
- Accept appropriate referrals from staff, parents / caregivers and outside agencies
- Organise group counselling sessions when appropriate
- Meet with students and families – at times together with Deans or rōpū teachers – creating a team who support the students.

2) Programme work

- Work together with Deans and Learning Support in pastoral year level weekly meetings.
- Develop and present guidance-related programmes to meet the various needs of staff and students
- Have input into Leadership Training Programmes offered within the school
- Support the delivery of Health programmes as appropriate.
- Raise awareness of Mental Health. Facilitate and have input into Mental Health strategies and initiatives.
- Support and facilitate restorative practices

3) Administration

- Administer the Guidance Department, including the preparation of policies, goals, budget, record keeping, evaluation and reporting.
- Keep appropriate confidential records securely

4) Liaison

- When appropriate, act as student advocate (e.g. at Board of Trustees disciplinary committee meetings, Family Group conferences, restorative justice meetings etc).
- Act as a consultant and resource person within the school community
- Be available to assist the Principal with the appointment of Guidance network staff
- Be involved in liaising with the school community
- Liaise with outside agencies (e.g. Police, Youth Services, Family Court, Oranga Tamariki, Heath and City School)
- Liaise with families, Deans and rōpū teachers over an individual student's needs.

5) Professional Development

- Maintain regular supervision, preferably every three weeks
- Maintain professional development through the local counsellor network, at relevant training workshops and conferences.