



Job Description | Head of Wellbeing |

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Middleton Grange School |

NB: This job description may be revised in accordance with the skills and experience of the successful applicant.

Directly Accountable to Principal

Functional Relationships:

- Associate Principal
- Senior Leadership Team
- Counselling staff and interns
- Heads of School
- Deans
- Learning Centre Curriculum Leader

The Head of the Wellbeing will provide a comprehensive guidance programme which meets the needs of students at Middleton Grange School. The team promotes and enhances academic, personal, behavioral and social development of students.

Remuneration and time allocation

- 2 Salary Units (Permanent)

Responsibilities and Duties

- 1) Lead and manage the Team.
 - i) Induct new Counsellors.
 - ii) Hold regular meetings with Counselling staff to ensure awareness of school systems, recording of cases is up to date, professional development.
 - iii) Ensure all staff follow guidelines for counselling in terms of confidentiality, record-keeping, informing parents and relevant authorities as appropriate.
- 2) Conduct counselling sessions in response to identified needs of individuals and groups of students.
 - i) Use a variety of counselling and guidance techniques to help students find solutions to their educational difficulties and/or handicaps, personal-social problems related to family and school relations, peer relations, and emotional adjustment. This counselling may occur on a one-to-one basis, in small groups, and/or in classroom situations.
 - ii) Guide students in learning and living the Christian faith.
- 3) Consult with and serve as a resource for staff and parents regarding the developmental needs of students.
 - i) Facilitate meetings with teachers, students, and parents.
 - ii) Provide support and professional assistance to teachers at Middleton Grange School regarding issues of emotional, academic, and behavioural development of children.
 - iii) Conduct or provide opportunities for parent education programmes.
 - iv) Provide Professional Development for staff when required.
 - v) Model godly behaviour with student, parent, and colleague interactions.

- 4) Refer students and their parents to community agencies, programmes, or specialists as appropriate.
 - i) Maintain a comprehensive list of district and community resources.
 - ii) Consult with community agencies as appropriate.

- 5) Participate in the evaluation and revision of the school guidance programme.
 - i) Review annually the guidance programme.
 - ii) Participate in developing a budget to support the guidance programme.

- 6) Fulfil professional responsibilities.
 - i) Maintain confidentiality.
 - ii) Maintain records consistent with ethical and legal guidelines.
 - iii) Operate within Ministry of Education Guidelines, and school procedures and policies.
 - iv) Operate within the NZAC Code of Ethics
 - v) Perform responsibilities in an organised, accurate, timely and dependable manner.
 - vi) Provide a summary report to the Associate Principal at the end of each year.
 - vii) Document all acute cases and notify a member of the Senior Leadership Team.
 - viii) Participate on the school Crisis team when appropriate
 - ix) Attendance at Wellbeing Guidance meetings.
 - x) Collaboratively work with Heads of School/Deans and attendance at meetings when required
 - xi) Facilitate programmes for parents and staff
 - xii) Provide support to classroom teachers by way of talking to whole classes when required.
 - xiii) Utilise computers effectively in the performance of assigned duties and responsibilities.
 - xiv) Oversee and conduct appraisal of counselling staff.
 - xv) Keep informed of current professional trends.
 - xvi) Pursue professional growth.
 - xvii) Is committed to the philosophy of Middleton Grange School in particular, and to Christian education.

- 7) Other duties in negotiation with the Principal.

Minimum Qualifications

Education: Degree in field of Counselling or Social Work or Psychology

Member of NZ Association for Counsellors (NZAC) or Member of NZ Association for Christian Counsellors (NZACC) or equivalent professional association

Supervision

Once a month, paid by the school.