Guidance Counsellor - Job Description

Responsible to:

- Director

Relationship with:

- Students, whanau, learning advisors, community leaders, senior leadership team, the school community, guidance team, administration team, Board of Trustees, the wider community

Our Special Character

Ao Tawhiti Unlimited Discovery is a special character state school with a fundamental tenet that the child is central in directing their own learning so that the enthusiasm and love of learning is retained.

We have 5 guiding principles and 5 core values that define our special character.

Guiding principles

We provide a mana-enhancing learning environment where

- Students are at the centre of their learning
- Learners are encouraged to be creative, innovative and take risks
- Diverse and flexible individual learning pathways are supported
- Learning is a partnership
- Everyone is a learner and everyone is a teacher

Core Values

- **Whanaungatanga**
  By accepting the rights and obligations of being part of Ao Tawhiti Unlimited Discovery we develop relationships and a sense of belonging that strengthens each member of our learning community. The relationships we form through shared experiences and working together give us a solid foundation to nurture, guide and direct our students.

- **Whakaute**
  We commit to honouring the individual while celebrating our diversity. We respect ourselves and each other. We aspire to build an empowering learning community.

  Kaha
  Ao Tawhiti Unlimited Discovery encourages/supports energetic and powerful learning. Our students are courageous as they push the boundaries of their own learning by taking risks and developing their own path.

- **Tiakitanga**
  Building your own learning path requires that Ao Tawhiti Unlimited Discovery students live up to their commitments and responsibilities. They are trusted to make decisions and follow them through with integrity, and to behave in ways that positively promote Ao Tawhiti Unlimited Discovery to the world.

- **Aroha**
  Ao Tawhiti Unlimited Discovery actively strives to celebrate the uniqueness of individuals, while unifying the community. We share our successes and work through our difficulties with compassion, caring and tolerance.

Key Responsibilities

To offer counselling opportunities to students, staff and whānau as required, working with the New Zealand Association of Counsellors Code of Ethics.

To support Senior Leadership, Community Leaders and Learning Advisors to ensure that pastoral care at Ao Tawhiti Unlimited Discovery meets the needs of the school community.

To work collaboratively with all staff in their guidance and teaching roles to create conditions in which students can meet their potential.

To network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves.

To help establish a safe and inclusive environment in the school, free of intolerance, harassment and bullying.

To act as an agent for positive change within the school community.

Key Tasks

Counselling

- Accept self-referrals from students, staff and whānau
- Accept appropriate referrals from staff, whānau and outside agencies
- When appropriate, meet with students and their whānau
- Provide specialist advice to the Senior Leadership Team, in conjunction with the Ministry of Education's Traumatic Incident Unit, in crisis situations

- Facilitate group counselling sessions
- Keep records of counselling work in CounselPRO

Programme Work

- Co-ordinate and/or assist with the preparation, delivery and evaluation of guidance related programmes to meet the various needs of staff, students and whānau

Administration

- Prepare and manage relevant budget(s) and disperse hardship funds equitably
- Complete documentation in relation to referrals to outside agencies / community groups
- Provide an annual report, including a statistical analysis of guidance counsellor activities to the Board
- Contribute to development of policies and practices in relation to guidance activities

Liaison

- Where appropriate, act as student advocate, e.g. Board discipline meetings, family group conferences
- Act as a consultant and resource person within the school community
- Be available to assist Senior Leadership
- Be involved in liaising with the community
- Liaise with outside agencies

Professional Development

- Participate in regular supervision (at least monthly)
- Engage in ongoing professional development, including attending relevant workshops and conferences