Freyberg HIGH SCHOOL

Kaitiakitanga — Manaakitanga — Rangatiratanga — Angitū

Job Description

GUIDANCE COUNSELLOR

Responsible to:	HOD Guidance
Functional Relationships with:	Principal Other Senior Leaders/Pastoral Leaders/Counsellors Learning Support Coordinator Parents Whānau External Agencies
Annual Terms of Engagement :	LTR full time
Terms of Employment:	As per the Secondary Teachers' Collective Agreement or equivalent
E.E.O statement	Freyberg High School is an equal employment opportunities employer

KEY TASKS	EXPECTED OUTCOMES	PERFORMANCE INDICATORS
To provide a confidential counselling/guidance service for students, staff, and parents who seek this, regarding personal, educational and vocational matters.	Students and parents have ready access to an effective counselling service	Appointment system adhered to by students. Students ,staff and whānau.
Guidance department administration.	Guidance department well administered	Budget for current year adhered to.

Maintain an active role in the guidance network.	Good communication occurs between GC and other members of the guidance network and school counsellor network.	Attend all scheduled meetings. Regular and open contact maintained between counsellors and other staff.
Networking.	Effective networking occurs with local community groups and agencies. In particular, regular meetings are attended with our school nurses.	Involved, both formally and actively in local community groups and agencies that are directly involved with our school population such as CAMHS, Public Health, YOSS, Oranga Tamariki and ARCs. Outside agencies and resources are used for empowering and assisting students and their counsellor. Liaison occurs where necessary with tertiary institutions.
To facilitate support groups as necessary, for example, in a crisis situation.	Students feel well supported	Students settled with enhanced learning opportunities.
Identifying, supporting and ensuring the ongoing safety of students have experienced abuse/trauma.	Vulnerable students are identified, appropriate referrals are made to Oranga Tamariki, or other appropriate outside support agencies and offer safety and support.	Consultation with and involvement of relevant outside agencies such as Oranga Tamariki occurs. Counselling is made available to individuals and families . Be part of writing, implementing and reviewing abuse policies and delivering professional development to staff as required and delivering professional development to staff as required.
Supporting and educating students with pregnancy/sexual health/sexuality issues.	Students with pregnancy/sexual health/sexuality issues are supported and assisted.	Liaison occurs with the school Health Nurses, CAMHS and other agencies as required. GC keep well informed about relevant information concerning sexual health , sexuality/gender diversity, pregnancy termination, pregnancy support groups especially in the area of ongoing education and contraception. Families are given the opportunities to have counselling where appropriate.

To regularly review my counselling practice, using data from the school counsellor database and anecdotal feedback from students, staff, and parents.	Statistical information gathered will be used for self-reflection, programmes planning and reporting to the SLT and Principal on trends to best support the school community	Information shared with wider guidance network and will be included in the annual principal report. School community will feel connected.
Keep up to date records in the confidential school counsellor database.	To maintain confidential school counsellor database.	Confidential statistical data base will be up to date and readily accessible to HOD Guidance. Assist with collecting data for reporting to Principal and BOT though the Annual Guidance Department Report.
Professional Development	To keep up to date with changing skills and philosophies in counselling through attending relevant workshops and network meeting and conferences. Counsellor is up-to-date, well supported and practising in a safe and ethical manner.	Attends necessary in-service training courses to help keep up to date with current professional practice which will also include participating /contributing in departmental meetings.
Registration with an appropriate professional association i.e. New Zealand Association of Counsellors	Guidance Counsellors is up to date and abides by the Code of Ethics of the New Zealand Association of Counsellors.	Attend regular supervision sessions with an external supervisor. Abide by the Ethics of the NZAC and the Teaching Council.
Crisis Intervention	Crisis intervention is well managed in the school	Available to participate in crisis intervention where necessary and be active in the review of the ongoing review of the critical incident plan and the safety plans of students in crisis.
Assisting in making the school a safe and harmonious place for both students and staff	The safety of students and staff is monitored.	The safety of students and staff are monitored. Regular meetings with SLT, where the SLT is made aware of any issues that the Guidance Counsellor is facing. Be involved in writing / delivering staff

		professional development in this area where appropriate.