



WAIMEA COLLEGE

Job Description – Guidance Counsellor

Name:

Tenure: Permanent – Full-Time

Responsible to: HOD Guidance
Associate Deputy Principal (Guidance)

Purposes:

- To provide counselling services to students, students' families and occasionally staff as required.
- To offer students, parents, families and staff the benefit of specialist skills and resources.
- To contribute to school management through membership of the Guidance Network, support of the HOD Guidance, Associate Deputy Principal (Guidance) and school policies.
- To liaise with relevant outside agencies.

Key Performance Areas

1. Counselling:

- Student counselling on personal (individual/small groups), social, emotional and educational issues.
- Counselling of parents, families and staff as and when appropriate.
- Referral of students to, and maintenance of, a collaborative working relationship with specialist support agencies e.g. CAMHS.
- Assess need for special intervention and developmental strategies for students, e.g. convening case conferences, consulting staff and parents, mediation.

2. Programmes:

- Assist with the needs identification, initiation, delivery of guidance programmes to help meet student needs, e.g. Anger Management, Travellers.
- Bring to the notice of the HOD Guidance any procedures or structures that have a negative influence on members of the school community and assist in suggesting more positive alternatives.
- Facilitates support with the training of student contacts.

3. Administration:

- Maintain adequate casework records.
- Assistance with Year 9 intake profiling and orientation, as required.
- Regular communication with other guidance personnel about student welfare matters and day-to-day working of the guidance system.
- Facilitate communication with staff, parents and other appropriate persons concerning the pastoral care, educational and social development of students.

4. The School:

- Promotion of the philosophy of guidance, utilising the network of personnel, procedures and agencies.
- Encourage the concept of student-centred services.
- Monitoring school climate, school systems and practices.
- Involvement with co-curricular activities within the school.
- Encourage and assist HOD Guidance with Restorative Justice and Practices.
- Involvement with co-curricular activities within the school.

5. Liaison:

- Being a contact person for enquiries or approaches from other helping agencies.
- Liaising between students, staff and parents where required.

6. Professional Duties:

- Ensuring regular peer supervision and outside supervision with qualified supervisor.
- Weekly meeting with Head of Guidance.
- Keeping up to date with changes relevant to the position and continuing personal development and learning relevant to counselling.
- Belonging to professional bodies and being active within them as is appropriate.
- Attendance at Guidance meetings.
- Attendance at staff briefings and staff meetings as required.
- Demonstrate a commitment to the wider life of Waimea College.

7. Information and Resources:

- Assist with the provision of up-to-date information to students and staff.
- Assist with the maintenance of guidance centre resources that will provide information to students, parents, staff.

8. Administration:

- Preparation of guidance and referral reports on students.
- Keep appointment system, records of casework, statistics.
- To present the Guidance and Learning Centre as efficient resource and user-friendly environments.

Guidance Counsellor:

_____ Date
(Name)

HOD Guidance:

_____ Date
Stuart Newby



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Guidance Counsellor Person Specification

Desired Qualifications and Experience:

- Registered Counsellor with NZAC
- Registered Teacher with NZ Education Council
- Experience with working with young people in a school environment

Knowledge, skills and attributes

Waimea College is seeking a Guidance Counsellor who:

- **Has strong relational skills**
Has excellent interpersonal and communication skills, will treat students, staff, and parents with respect and will develop high levels of relational trust.
- **Has strong personal integrity**
Is honest, non-judgemental and demonstrates high level of professionalism and confidentiality.
- **Is a team player**
Supports the Guidance Department, attend and contributes to Caucus meetings, other outside agencies, departmental meetings, staff meetings.
- **Is an effective administrator**
With an ability to define tasks, determine case/student priorities, set timelines, see administration tasks through to completion.
- **Demonstrates sound practice**
At all times works within the New Zealand Association of Counsellors Code of Ethics and the Code of Professional Responsibility and Standards for the Teaching Profession.
- **Is motivated**
Is motivated and has the ability to adapt to the demand of students requiring assistance and work under pressure and an appreciation of the challenges of working within a large secondary school
- **A genuine interest in and care for the achievement and development of young people**
Enjoys working with young people and has an understanding of the pressures and challenges facing today's students.