

Wellington Girls' College

JOB DESCRIPTION

Counsellor

Responsible to:	Principal and Board of Trustees
Functional Relationship with:	Principal, Counsellor, Senior Management Team, Deans, Form teachers, HODs, Careers, Transition staff, staff, specialist student support staff, pupils, caregivers, outside agencies, Central Regional Health School/Hospital School, Police, Community Groups and a professional supervisor
Annual Term on Employment:	2MUs, 1MMA – fixed term, one year, beginning Term 3, 2018
E.E.O. Statement:	Wellington Girls' College is an equal employment opportunities employer

PRIMARY OBJECTIVES:

- To offer counselling opportunities to students, staff and families/whānau as required, working within NZAC Code of Ethics
- To take a lead role, with senior management, of the guidance network and form teachers, to ensure that the pastoral care systems meet 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 establish a safe and inclusive climate in the school, free of intolerance, bullying and harassment
- To act as an agent for positive change within the school community

KEY RESPONSIBILITIES:

- **Counselling**
 - Accept self-referrals from students, staff and families/Whanau
 - Accept appropriate referrals from staff, families/Whanau and outside agencies
 - Meet with students and ,when appropriate, families/Whanau
 - Provide specialist advice for crisis management, as required
 - Facilitate group counselling sessions/mediations
 - Keep appropriate records of counselling work on KAMAR, ensuring they are kept securely and confidentially

- **Programme Work**
Coordinate and/or assist with the preparation, delivery and evaluation of guidance-related programmes to meet the various needs of staff, students and families/whanau e.g. Travellers Programme, Wellbeing programmes
- **Administration**
 - Prepare and maintain a guidance counselling management document – including setting department goals
 - Complete documentation in relation to referrals to outside agencies/community groups
 - Provide an annual report, including statistical analysis of Guidance Counsellor activities to the Board of Trustees
 - Contribute to development of policies and practices in relation to guidance activities
- **Liaison**
 - Liaise with outside agencies (e.g. Oranga Tamariki, health providers, Police, Group Special Education, Family Court, Iwi/Hapu organizations 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 community
 - When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group conferences
- **Professional Development**
 - Participate in fortnightly supervision
 - Engage in ongoing professional development, including attending relevant training workshops and conferences
- **Working with Students**
 - Provide a professional and confidential counselling service for all students
 - Provide guidance services, programmes and activities
 - Keep appointment system and ensure that there is balance between a student's educational progress and their guidance needs
 - Have well thought out boundaries in their case work
 - Will tell of suicidal students (at an agreed risk level) and how their management at school has been planned
 - Promote healthy communication between families/Whanau, peers and staff
 - Student advocacy
 - Provide Mediation/Restorative hui
 - Access support from a variety of external agencies and social services
 - Identify students at risk and provide appropriate support
 - Ensure all services are accessible and appropriate for Māori, Pacific and other ethnic groups within the school community
- **Working with Staff**
 - Provide a professional and confidential counselling service for all staff
 - Provide opportunities to resolve issues in teacher-student relationships
 - Be accessible for guidance team and students who need immediate attention
 - Mentor, support and assist guidance team, particularly the deans network
 - Communicate effectively with guidance team

- Where appropriate and within the bounds of confidentiality, share information with staff so students are effectively supported
 - Take a specialist role in acting as a resource person in the development of pastoral care programmes
 - Assist with, and review, implementation of guidance policies
 - Assist teachers to develop appropriate strategies to meet the individual needs of students
 - Work with staff in contributing schools to help with transition of students from primary to secondary school
 - Provide staff with professional development in areas such as mediation, listening skills, interview skills, mindfulness, restorative practices and conflict resolution
- **Working with Families/Whānau/Caregivers**
 - Provide a professional and confidential counselling service
 - Support families in times of crises
 - Assist families with setting appropriate rules and boundaries for their children’s behaviour
 - Share information about adolescent development
 - Share appropriate family concerns with staff
 - Facilitate parent courses
 - Work with families/Whānau to seek appropriate referrals to specialist agencies
 - Provide counselling, support and advocacy prior to and at BOT hearings
 - **Working with Outside Agencies and Community Groups**

In conjunction with our *Return To School Coordinator*

 - Ensure that assistance provided by agencies and community groups outside the school setting is delivered in a way that ensures respect for the diversity of the students’ backgrounds and needs
 - Ensure that agency and community group personnel help is ongoing and appropriate
 - Support students and parents in the maintenance of the agency/student/family relationship
 - Act as liaison person between the agency/group and the school

Additional tasks and responsibilities as direct by the Principal.

This position is subject to the requirements of the Vulnerable Children’s Act 2014.
*Wellington Girls’ College is declared a smoke-free area and
 has a no smoking policy for staff and students.*

Signed:	Employee:	
	Principal:	
	Date:	