

Job Description Counsellor



Please refer to the Individual Employment Agreement

Position Title	Counsellor
Reports to	Head of Department - Guidance
Working Relationships	Principal, Deputy Principals, Careers Advisor, Deans, Form Teachers, HOD's, staff, students, outside agencies & community groups

Employment Status: Part-time 4 days per week/ job share 2 days per week

Purpose of the position

To offer counselling opportunities to students, staff and families

Key Responsibilities	Appraisal Indicators
Counselling	Individual living and learning more effectively
Liaison	Collaboratively develop and deliver responsive support and interventions which promote wellbeing, equity & achievement.
Professional Development	Keep up to date with new theories & best practice.

Tasks and Duties

Counselling

- Accept and respond professionally to self-referrals from students, staff and families.
- Identify & respond to students and groups of students who are at risk of poor educational and/or social outcomes
- Provide specialist advice to the school's crisis intervention team as required
- Facilitate counselling sessions (e.g. grief, Abuse survivors, anger management etc)
- Keep appropriate records of counselling work ensuring they are kept secure and confidential.

Liaison

- When appropriate act as student advocate e.g. BOT Discipline Committee meetings, Family Group Conferences.
- Act as consultant and resource person within the school community
- Liaise with outside agencies (e.g. Oranga Tamariki, Health providers, Police, Family Court etc,)

Professional Development

- Keep up to date with new theories and best practice

General Responsibilities

To promote student wellbeing through targeted interventions and support specific to identified student need.

Declaration:

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed By / Date:	