

Job Title:	Guidance Counsellor
Responsible To:	The Principal or as delegated to the Learning Support Coordinator
Relating To And Communicating With:	<ul style="list-style-type: none"> • Senior Leadership Team • Learning Support Coordinator • House Deans • Academic Deans • Heads of Departments • Careers Adviser / Colleagues • Students / Parents / Outside Support Agencies Wider School Community • Contributing Schools
Primary Objectives:	<ol style="list-style-type: none"> 1. To work with Senior Leadership Team, Guidance Network, and Akina Learning Coaches to support the pastoral care system to meet both the needs of the pupils and the school. 2. To provide confidential counselling and guidance opportunities to students. 3. To act as a resource person for staff especially House Deans, students and their parents/caregivers. 4. To assist with staff development and training in the area of pastoral care 5. To liaise with the Learning Support Coordinator where appropriate, contributing schools, training providers and relevant outside agencies as appropriate. 6. To act as an agent for positive change, within the school community.

ASPECT: COUNSELLING	
KEY TASK	EXPECTED RESULTS
To provide a confidential counselling service which is easily accessible to students, staff and the students' parents/caregivers as necessary.	High level of confidence in and use of the counselling service provided.
To provide problem solving and mediation for groups and individuals.	Healthy resolution of conflicts.
Provision of open door/emergency counselling, recognising the small and larger crises experienced by adolescents.	Students to receive help and support at a time of crisis.
Provision of short-term therapy.	The integration and resolution of deeper life issues within the student seeking help.
Provision of group counselling as appropriate - e.g. communication conflict resolution, addiction issues, stress management, grief and loss.	Group members to have heightened awareness of issues and to feel in greater control of their lives.
Provide a referral service to other agencies where assessment of a student indicates a need for this.	Students access specialist support appropriate to their needs.
Awareness of community networks in order to provide information about outside agencies and to make appropriate referrals as required.	Students and school receive information about resources, services available as necessary.
When appropriate act as a student advocate, e.g. at Board of Trustee discipline meetings, family group conferences.	Students are supported adequately.
Contribute to orientation/.intake programmes.	New students are aware of the counsellor and his/her role.
Maintain involvement with professional networks and relevant professional development opportunities.	Awareness of current issues relevant to Guidance Counsellors and beneficial to school community.
When appropriate, consult with / refer to the Careers Adviser in the provision of vocational information/exploration to students.	Students receive appropriate and accurate information to assist vocational choices.
Contribute to administration of the Guidance Department including the preparation of policies, goals (planning), and budget or assisting with these tasks.	Guidance systems are well managed serving the needs of the school community.
To attend regular supervision with an NZAC approved supervisor.	Monitoring, development and support for the role of Counsellor is achieved.

ASPECT: CONTRIBUTION TO STAFF	
KEY TASK	EXPECTED RESULTS
Works co-operatively and supportively with other staff.	Shares information and ideas. Meets deadlines. Feeling of being in a team.
As appropriate develop and present guidance related training programmes to meet the various needs of staff and students.	Staff training needs are addressed.
Availability as a resource person for guidance related issues.	High level of confidence in, and use of the Counsellor in this role.

ASPECT: CONTRIBUTION TO THE WIDER LIFE OF THE SCHOOL	
KEY TASK	EXPECTED RESULTS
Attend pastoral and staff briefing meetings, and contribute to others as appropriate.	Counsellor contributes to school management and is informed of decisions.
Act as a consultant and resource person within the school community.	Use of counselling service provided.
Available to participate in school's Crisis (Trauma) Intervention team and development where necessary.	Appropriate management of crises.
To carry out general professional duties as described in the staff handbook, e.g. attendance at meetings and parent evenings where there are issues relevant to counselling and guidance.	The duties will be carried out effectively and professionally. Shares administration information with students. Contributes to the ethos of the school. Encourages student participation.

SIGNED: _____ **DATE:** _____
Employee

SIGNED: _____ **DATE:** _____
For and on behalf of the Hastings Girls' High School Board of Trustees.

- * To be reviewed annually
- * As an NZAC Counsellor the NZAC Code of Ethics, or ANZASW Code of ethics must govern practice, for example, confidentiality and ownership of records. Student counselling records belong to the student/counsellor and together they will decide on storage/disposal of such records. The code of Ethics provides the framework for addressing ethical and practice-related issues.