JOB DESCRIPTION

Position: School Counsellor

Responsible to: Head of Department Counselling

Functional relationships: Assistant Principal Student Support
Pastoral Team
Parents and Whānau
External Agencies

Duration: Permanent - Full-time

Purpose

- To offer counselling opportunities to students, staff and families/whānau, as required, working within the NZAC (or similar) Code of Ethics.
- To work collaboratively with staff to ensure the counselling systems meet the needs of the school community and support student wellbeing and achievement.
- To network within and outside the school to ensure individuals are assisted to find appropriate information and help for themselves.
- To contribute to establishing a safe and inclusive environment in the school, free of bullying, discrimination and harassment.

Key Responsibilities

1. Counselling

- Accept self-referrals from students, staff and families/whānau.
- Accept appropriate referrals from staff, families/whānau and outside agencies.
- Provide a confidential counselling service primarily to students, as required, unless the safety of the client or others is compromised.
- Keep appropriate records of counselling, ensuring they are kept securely and confidentially.
- Manage appointment requests, ensuring there is a balance between a student's educational progress and their counselling needs.
- Contribute to maintaining a risk register and development of safety plans for high-risk students.

2. Programmes

- Deliver counselling programmes to help meet student needs (e.g. anger management, abuse survivors, grief, self-esteem etc), as requested.

3. Liaison

- Attend a range of meetings (within and outside the school) concerning student wellbeing as an advocate for students.
- Attend weekly pastoral team meetings.
- Liaise with external agencies involved with students and their wellbeing.

4. Administration

- Contribute to an annual report, including a statistical analysis of counsellor related activities, to the Board of Trustees.
- Attend weekly department meetings, and faculty meetings as required.
- Prepare documentation for referrals to external agencies.
- Contribute to the development of policies and practices relating to counselling and wellbeing activities.
- Assist with Year 9 transition, as required.

5. Professional Development

- Be a member of NZAC or similar professional association.
- Participate in regular external supervision with a qualified supervisor.
- Engage in ongoing professional development appropriate to the role and to NZAC (or similar) requirements.
- Complete staff appraisal annually as per Cashmere High School policy and practice.