



Guidance Counsellor - Job Description

To act as a guidance counsellor to provide a counselling service that supports the health and wellbeing of all students and staff

Responsible to: Principal

Functional Relationships: Deputy Principal, Lead Guidance Counsellor, Pastoral Team, SENCO, Teachers

Overall Objective: To act as a guidance counsellor to provide a counselling service that supports the health and wellbeing of all students and staff

Key Areas	Performance Indicators
Counselling	Provide personal counselling to students. Provide personal counselling to staff. To be involved in developing positive relationships through restorative and mediation meetings. Provide advice and guidance in all aspects of counselling to staff and parents. Be available for consultation with parents and community when necessary. Meet regularly with pastoral care staff.
Pastoral Care Programme	To support and promote the pastoral care programme of the school. Work closely with relevant pastoral care staff. Develop guidance programmes where relevant. Support staff in their delivery of the pastoral care programme with students. Assist in pastoral care professional learning with staff.
Professional liaison	Liaise with outside agencies eg. CYPS, GSE, Police, RTLB, support groups, etc. Maintain professional supervision and work with professional counselling supervisor. Working towards or maintaining full NZAC membership. Take part in relevant guidance counselling professional learning opportunities.
Teaching Role	Maintain current Teacher registration (if a teacher). Involvement with the Citizenship Programme, where appropriate.
Administration	Maintain suitable records of referrals, counselling work and interventions that are secure and confidential. Prepare and maintain a guidance counselling management document. Prepare an annual report including statistical analysis of activity Assist with the development of school policy and practices with regard to guidance counselling and pastoral care.
General	To perform other duties as required by the Principal

