



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