



TITLE OF POSITION: Head of Counselling

POSITION TYPE: Permanent: 2MU 1 MMA

CONTRACT:

HOURS OF WORK: Full Time

REPORTS TO: Assistant Principal

PRIMARY TASK: To provide care and support to students and staff

	Key Task and performance indicators	Key Outcomes/Competencies
1.	<ul style="list-style-type: none"> • Offer confidential counselling opportunities to students, staff, and families/whānau as needed. • Provide counselling and support to students and staff on issues affecting holistic health and wellbeing. • Support initiatives that promote a safe and inclusive school environment, free from intolerance, harassment, and bullying. • Act as an agent for positive change within the school community, advocating for student wellbeing and mental health. 	<ul style="list-style-type: none"> • Accept self-referrals from students, staff and families/whanau. • Accept appropriate referrals from staff, families/whanau and outside agencies. • When appropriate, meet with students and their families/whanau. • Provide specialist advice to the school's crisis intervention team, as required. • Facilitate group counselling sessions (e.g. grief, abuse survivors, anger management, smoking cessation, etc.). • Referrals are made to outside agencies as necessary. • The Headmaster is informed of any situation that poses risk of imminent harm to individuals.
2.	<ul style="list-style-type: none"> • Take a leadership role in the counselling team, working alongside senior management, pastoral leaders, and form/whānau teachers to ensure the school's pastoral care systems effectively meet the needs of the community. • Collaborate with staff to support students' wellbeing and create an environment where they can reach their full potential. 	<ul style="list-style-type: none"> • Provide leadership, data and input into discussions of the counselling team to support the strategic and operational ability of the school to support community well-being. • Provide leadership and support to the part time counsellor • Co-ordinate and/or assist with the preparation, delivery and evaluation of counsellor-related programmes to meet the various needs of staff, students and families/whanau.
3.	<ul style="list-style-type: none"> • Liaise with external agencies to connect students and families/whānau with additional support services. • Build strong relationships within the school and wider community to ensure individuals can access appropriate resources and assistance. 	<ul style="list-style-type: none"> • When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group Conferences. • Act as a consultant and resource person within the school community. • Be available to assist the principal with the appointment of Counselling Staff. • Be involved in liaising with the community and outside agencies (e.g. Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.) • Develop (with the Counselling team) a plan to enhance school wellbeing.



	Key Task and performance indicators	Key Outcomes/Competencies
		<ul style="list-style-type: none"> Co-ordinate the preparation and delivery of counselling-related programmes to meet the needs of students, families/whanau and staff.
5.	<ul style="list-style-type: none"> Maintain professional standards in counselling practice, ensuring confidentiality and ethical integrity working within the New Zealand Association of Counsellors (NZAC) Code of Ethics. 	<ul style="list-style-type: none"> Engage in a programme of professional development including training, conferences and workshops as per guidelines from NZAC. Participate in supervision fortnightly.
6.	<ul style="list-style-type: none"> Keep accurate and up-to-date records in accordance with professional and school guidelines. 	<ul style="list-style-type: none"> Prepare and manage relevant budget(s) and disperse hardship funds equitably. Prepare and maintain a counselling management document. Complete documentation in relation to referrals to outside agencies/community groups. Provide an annual report, including a statistical analysis of counsellor activities, to the Board of Trustees. Contribute to development of policies and practices in relation to counselling activities.

PERSONAL ATTRIBUTES AND COMPETENCIES	
1.	<ul style="list-style-type: none"> Promote CBHS' Values and Vision: Contribute to a positive working environment. An advocate for CBHS and our students.
2.	<ul style="list-style-type: none"> Initiative: Anticipating needs, keeping abreast of changes, being proactive and taking unsolicited action to achieve goals beyond what is required outside the immediate role. Requires minimal direction in performing tasks.
3.	<ul style="list-style-type: none"> Oral Communication: Exchange information and ideas in a clear, concise and open manner, with both internal and external customers, whilst being receptive to alternative view points and ideas. Listening to others and handling sensitive one-on-one conversations effectively and respectfully.
4.	<ul style="list-style-type: none"> Written Communication: Uses knowledge of CBHS structures, processes and culture to write effective reports. Identify significant trends, issues and challenges which impact on CBHS. Presents written communication and information, analysis mark ups and ideas in a clear, concise, accurate manner. Uses appropriate writing style.
5.	<ul style="list-style-type: none"> Time Management: Prioritising tasks effectively to meet deadlines ensuring a consistent workflow despite interruptions. Takes ownership and responsibility for ensuring cost efficiency by working accurately and efficiently. Handles multiple demands and competing priorities.
6.	<ul style="list-style-type: none"> Problem-solving/analysis and decision-making: Identifying and analysing issues, problems and opportunities in a timely and effective manner; developing appropriate solutions or taking effective action that is consistent with the facts, constraints and probable consequences.



PERSONAL ATTRIBUTES AND COMPETENCIES	
7	<ul style="list-style-type: none">• Establishing Credibility & Trust: Demonstrates expertise and professionalism in all interactions, gaining the confidence of clients and others. Maintains a calm and professional manner, even in situations of conflict, stress and rejection. Builds and extends Trust. Communicates an understanding of the other person's interests, needs and concerns. Demonstrates honesty, keeps commitments and behaves in a consistent and appropriate manner. Provides frank, open and accurate feedback whilst avoiding destructive comments.
8	<ul style="list-style-type: none">• Leadership: Maintaining energy and motivation in the face of setbacks, additional pressures and workloads. Seeking to exert influence, taking charge, leading and directing the efforts of others towards the goal. Being a positive influence on co-workers.
9	<ul style="list-style-type: none">• Accuracy: Consistently meets high standards by paying attention to detail, displaying pride in work, and ensuring that the finished product is always of the highest standard.
10	<ul style="list-style-type: none">• Teamwork: Treats all stakeholders with dignity and respect. Looks for ways to encourage participation and providing encouragement to bring out the best in others. Creating a climate in which people work successfully together and do their very best.

Approved

Headmaster / /2025