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**School Counsellor**

**Responsible to:** Principal

**Functional relationships**: HOD Counselling, HOF Student Support,

 Pastoral Team, Parents and Whānau, External Agencies

**Terms of employment:** Individual Employment Agreement

**Tenure** Fixed term, Part-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.