JOB DESCRIPTION

School Counsellor

TENURE: Fixed-term, Part-time, (28 January to 14 December 2027)

REPORTS TO: Head of Counselling

HOURS OF WORK: 25 hours per week, Term-time only, between Monday and Friday

FUNCTIONAL RELATIONSHIPS: Pastoral Team, Counselling Team, Appropriate outside agencies, Staff, Students, Parents, Caregivers and Whānau

REMUNERATION: Grade D of the SSSCA; hourly pay rate plus a Qualification Allowance

PRIMARY RESPONSIBILITIES

- To promote and develop the vision, values and goals of Shirley Boys' High School
- Focus on improving student learning, success and wellbeing
- Offer counselling opportunities to students, staff and families/whānau as required, working within the NZAC Code of Ethics
- Work with the Deans team, the Counselling network and Form Teachers, to ensure that the pastoral care systems meet the needs of the school community
- Support school wide initiatives for the wellbeing of students
- Participate in pastoral committee meetings
- Work with the Head of Counselling on any relevant pastoral/discipline issues
- Work collaboratively with all staff in their guidance and teaching roles to create conditions in which students can meet their potential
- Network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves
- To contribute to establishing a safe and inclusive environment in the school
- Act as an agent for positive change within the school community
- Contribute to the school by being supportive and active in the co-curricular life of the school

KEY RESPONSIBILITIES

Responsibilities	Specific tasks

Counselling	• Accept:
	  ○ Self-referrals from students, staff and families/whānau
	  ○ Appropriate referrals from staff, families/whānau
	• When appropriate, meet with students and with families/whānau.
	• Provide support for families, students and staff - this may include mediation, restorative justice etc.
	• Facilitate group counselling sessions (e.g. grief, abuse survivors, anger management, smoking cessation, etc.)
	• Keep appropriate records of counselling work, ensuring they are kept securely and confidentially.
	• Work within the NZAC Code of Ethics.

Involvement in the pastoral network	• Co-ordinate and/or assist with the preparation, delivery and evaluation of counselling-related programmes to meet the various needs of staff, students and families/whānau. • Support school-wide initiatives related to the well-being of boys. • Work in a collaborative environment with the Counselling and Dean teams to provide a wrap-around care system for student wellbeing.
Administration	• Complete documentation in relation to referrals to outside agencies/community groups. • Contribute to the development of policies and practices in relation to counselling activities. • Develop resources to assist teachers with the day-to-day support and understanding of students.
Liaison between the school and various organisations	• Liaise with outside agencies, (e.g. Oranga Tamariki, health providers – SRHS, CDHB etc, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.) • Work in a collaborative environment with the Counselling and Dean teams to provide a wrap-around care system for student wellbeing.
Professional learning	• Comply with and uphold the Education Council Code of Professional Responsibility and the Standards of the Teaching Profession. • Engage in ongoing professional development, including attending relevant training workshops and conference. • Engage where appropriate in supervision and belong to an appropriate Counselling Association.