



LONG BAY COLLEGE

Care, create, excel

LONG BAY COLLEGE: JOB DESCRIPTION

2021

Name:

GUIDANCE NETWORK

GUIDANCE COUNSELLOR

Full-time, Permanent

RESPONSIBILITIES	
1	To offer counselling opportunities to students, staff and families/whanau as required, working within the NZAC Code of Ethics.
2	To take a lead role and work collaboratively with the senior leadership team, the pastoral team and Atawhai Leaders, to ensure that the pastoral care systems meet the needs of the school community.
3	To liaise with the Principal, DP of Pastoral, Deans, Careers Team, Atawhai Leaders and teachers as required about issues and concerns around student's wellbeing.
4	To work collaboratively with all staff in their guidance and teaching roles to enable students to meet their potential.
5	To network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves.
6	To help to establish safe and inclusive practices to promote a climate within the school community free of intolerance, harassment and bullying.
7	To act as an agent for positive change within the school community and model the school values.
8	To lead the Guidance team, to enable them to achieve their responsibilities and key tasks, and support them in their role, including their professional growth cycle.

KEY TASKS	
Counselling	
1	To maintain contact with community agencies and resource people where appropriate.
2	Accept self-referrals from students, staff and families/whanau.
3	Accept appropriate referrals from staff, families/whanau and outside agencies.
4	When appropriate, meet with students and their families/whanau.
5	Provide specialist advice to the school's crisis intervention team, as required.
6	Co-ordinate and/or assist group counselling sessions (e.g. grief, abuse survivors, anger management, smoking cessation, etc.).
7	To maintain accurate and thorough records of all individuals seen, through the school's student management system (Kamar).
8	To act as a resource person for students and parents/caregivers.
9	To keep up to date with counselling developments by having regular supervision from a qualified counselling supervisor.

Programme Work	
1	Co-ordinate and/or assist with the preparation, delivery and evaluation of guidance-related programmes, including Atawhai, to meet the various needs of staff, students and families/whanau.
Administration	
1	Prepare and manage relevant budget(s) and disperse hardship funds equitably.
2	Support DP Pastoral by contributing to the Pastoral Team Document.
3	Complete documentation in relation to referrals to outside agencies/community groups.
4	Provide an annual report, including a statistical analysis of guidance counsellor activities, to the DP Pastoral / Principal / Board of Trustees.
5	Contribute to development of policies and practices in relation to guidance activities.
Liaison	
1	To offer counselling or support service to suspended students, new students and any students who need specific help by self-referral or referral from others. To meet with caregivers when the need arises.
2	To attend relevant meetings held by the school and outside agencies.
3	Act as a consultant and resource person within the school community.
4	Be available to assist the Principal / DP Pastoral with the appointment of Guidance Network Staff.
5	Be involved in liaising with the community.
6	Liaise with outside agencies (e.g. Oranga Tamariki, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.)

RESPONSIBLE TO: Principal, DP Pastoral

REPORTING TO: DP Pastoral

PERSON SPECIFICATIONS:

- 1 To be approachable, non-judgemental and respectful of others.
- 2 To demonstrate a commitment to the welfare of others.
- 3 To have awareness of and respect for cultural, gender and ability differences.
- 4 To be an effective and competent counsellor.
- 5 To have a high level of communication skills.
- 6 To have the ability to work in a team.
- 7 To enjoy working with young people and be able to gain their confidence and respect.
- 8 To have the necessary skills to enhance individual personal growth.
- 10 To be a positive role model for students by:
 - a Maintaining professional standards of dress and presentation appropriate for a member of a teaching and learning organisation.
 - b Observing professional standards of behaviour at all times.

ACCOUNTABILITY and LEGAL REQUIREMENTS:

A school authority (i.e. a state school or private school) ... may only permanently appoint a teacher who has either a current practising certificate, or a limited authority to teach issued by the Teacher Registration Board (s.120A, s.315).

JOB DESCRIPTION APPROVED BY:

_____ (Name) _____ Principal

_____ Date

NOTE:

This job description is intended to focus on the important tasks and responsibilities of this position. It is not intended to be a "straitjacket" which in any way limits the tasks and responsibilities to only those described above.