



Position Description

This document is subject to reasonable amendments from time to time to reflect the changing requirements of the position.

Position Title:	Guidance Counsellor
Responsible to:	Principal and Deputy Principal
Primary Function:	The Guidance Counsellor is responsible for providing knowledge, skills and opportunities to enable students to make healthy and appropriate choices for themselves, working with staff to create conditions in which students can develop to their full potential and achieve a personal sense of worth.

Key Performance Areas and Expected Results

Counselling and Guidance Services

To provide a professional and confidential counselling and guidance service for the school, and for the school community as appropriate, in all educational and personal matters, working within the New Zealand Association of Counsellors Code of Ethics at all times.

Responsibilities and Expected Results:

- Provide a confidential and professional counselling service for students, parents and staff within the school, ensuring that:
 - students, staff and parents are well informed regarding the services available;
 - an established system for making appointments is in place;
 - appropriate and confidential records are kept and appointment details are recorded in diary for future reference;
 - all referrals are followed through and follow-up reports sent to referrers;
 - an appropriate and professional response is provided to all people who consult the service;
 - the safety of people is maintained through the provision of a secure counselling environment, the only exception being when the safety of others is compromised, with the NZAC Code of Ethics and the policy on confidentiality adhered to at all times;
 - advocacy requirements are met appropriately and effectively;
 - limitations of counselling are recognised and appropriate referrals to alternative persons or agencies are made when required;
 - the effectiveness of counselling and related services is monitored through regular surveys of students, parents and staff.
- Provide support and leadership for all staff in the school, including the following:
 - offering leadership in the fields of wellbeing and human relationships, with awareness of, and respect for, culture and other differences;
 - being available to all staff as required for personal/professional counselling and support;

- providing support as required to new staff members during orientation and induction, liaising with the Assistant Principal – Teaching and Learning regarding requirements.
- Actively participate in the school's Crisis Management Team and contribute to the regular review and updating of the Crisis and Emergency Management Policy.
- Assist in making the school a safe and harmonious place for all members of the school community, ensuring that appropriate policies, procedures and practices are in place and regularly reviewed and updated, training and information is provided to all staff and appropriate behaviours modelled and reinforced throughout the school. Provide input into relevant staff and student education regarding rights and responsibilities.

Communication and Community Networking

To ensure that the students, staff and school community are kept well informed of the counselling and guidance function within the school and act as a strong advocate for Rangī Ruru's care and development services.

Responsibilities and Expected Results:

- Maintain regular and open communication as appropriate between the Student Care and Development Team, the Principal, the Senior Management Team, the school nurse and the Director of Boarding.
- Establish a close liaison with local community groups and agencies such as Youth Specialty Services, utilising these outside agencies and resources as necessary to assist students, their families and staff to find appropriate information and help.
- Actively participate in Student Care and Development and Pastoral teams' meetings to enable effective sharing of information and discussion of relevant issues.

General Performance Areas

Responsibilities and Expected Results:

- Demonstrate belief in and commitment to the Rangī Ruru core values, following the code of conduct and supporting the Rangī Ruru philosophy.
- Display positive and effective communication skills and work co-operatively with others to achieve common goals.
- Collaborate to ensure Rangī Ruru is a healthy and safe place to work, observing safe work practices and adhering to all school health and safety requirements.
- Carry out any additional duties and responsibilities as may reasonably be required to meet the demands of the school operation and activities.

Date: November 2018