



Job Description - HoD Guidance Counsellor

Position Title	HoD Guidance Counsellor
Reports to	The Principal and through them the Board of Trustees
Working Relationship	All Staff, Students, Parents, Caregivers, Community and Support Agencies and Supervisors

Key Role

1. To work with senior leadership staff, guidance network, Deans and RAPID teachers to develop the pastoral care system to meet the needs of both students and the school community.
2. To make available counselling opportunities to students, and consultation to staff/parents/caregivers.
3. To act as a resource person for staff, students and their parents/caregivers.
4. To assist with staff development and training.
5. To liaise with contributing schools and relevant community agencies.
6. To act as an agent for positive change within the school community.

Tasks and Duties

1. COUNSELLING

- a. Accept self-referrals from students and, where appropriate, referrals from staff, parents/caregivers and community agencies.
- b. When appropriate, meet with students and their families.
- c. Work within the policy guidelines of the school.
- d. To adhere to an appropriate code of ethics and to maintain appropriate membership of a professional body for example, NZAC, NZCCA PPTA

2. PROGRAMME WORK:

- a. Develop and present guidance related training programmes to meet the various needs of staff and students, as needed.
- b. Contribute to the leadership training programmes eg Peer Support

3. GUIDANCE AND COUNSELLING DEPARTMENT:

- a. To contribute to the support and development of the Guidance and Counselling Department.

- b. Peer consultation in the team.
- c. To liaise with and consult the Principal where clarification concerning policies or case management is required.

4. ADMINISTRATION:

- a. Contribute to the administration of the guidance department, including the preparation of policies, goals, budget and evaluation procedures.

5. LIAISON:

- a. When appropriate, act as student advocate (eg at Board of Trustees Discipline Committee meetings, Family Group Conferences).
- b. Act as a consultant and resource person within the school community.
- c. Be involved in liaising with the community.
- d. Liaise with community agencies (eg. Oranga Tamariki, Police, Specialist Education Services, Mental Health, Youth Justice, Family Court etc).

6. PROFESSIONAL DEVELOPMENT:

- a. Maintain regular supervision.
- b. Maintain on-going professional development through attendance at relevant training workshops and conferences.