



School Counsellor Job Description

Responsible to:	• Reports to the Head of Counselling. • Ultimate accountability to the Principal and, through her, the Board of Trustees.
Key Stakeholders	• Principal, Head of Counselling, Senior Leaders, Staff • Learners and Caregivers. • Outside Agencies and Community Groups.
Primary Objective	As a Rolleston College School Counsellors are expected to help learners / staff explore their difficulties or concerns and further develop their capabilities and resilience. Offering leadership and sharing expertise are crucial in promoting positive relationships. An awareness and respect for difference and advocating for those who are disempowered. • To offer counselling opportunities to learners, staff and families/whānau as required, working within the NZAC Code of Ethics. • To take a lead role, with senior leadership, to ensure that the hauora and care systems meet the needs of the school community. • To work collaboratively with staff in their guidance and teaching roles to create conditions in which students can meet their potential. • To network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves. • To help to establish a safe and inclusive climate in the college, free of intolerance, harassment and bullying. • To act as an agent for positive change within the school community.

Key Area	Indicators
Effective Counselling	• Provide personal counselling to students. • Provide personal counselling to staff. • Accept self-referrals from students, staff and families/whānau. • Accept appropriate referrals from staff, families/whānau and outside agencies. • When appropriate, meet with students and their families/whānau.

	• Provide specialist advice to the school's crisis intervention team, as required. • 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. • Meet regularly with HOD Counselling, & other SLT where appropriate.
Programme Work (may not be required liaise with HOD Counselling)	• To support and promote the pastoral care programme of the school • Work closely with pastoral staff and senior leadership team • Co-ordinate and/or assist with the preparation, delivery and evaluation of guidance-related programmes to meet the various needs of staff, students and families/whanau.
Administration	• Is familiar with and adheres to Rolleston College Child Protection Policies and Procedures. • Contributes to development of policies and practices in relation to guidance activities. • Maintains suitable records of referrals, counselling work and interventions that are secure and confidential. • To perform other duties when and as required
Professional Liaison	• Liaise with HOD Counselling and outside agencies in an appropriate and professional manner. (e.g. Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.) • When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group Conferences. • Act as a consultant and resource person within the school community. • Maintain professional supervision and work with a professional counselling supervisor • Work towards or maintaining a full NZAC membership. • Maintain a current teacher registration (If a teacher). • Take part in relevant guidance counselling and professional learning opportunities. • Be reflective and undertake Professional Learning to improve effectiveness contributing to discussions and personal development on educational issues.
Name	
Signature	
Date	