



Northcote College
Job description
School Counsellor

Responsible to:	Deputy Principal
Reporting to:	The Head of Counselling
Functional relationship with:	All other teaching and support staff in particular Senior Leadership, Deans and Counselling Staff

Primary Objectives

1. To offer counselling opportunities to students, whānau and staff as required, working within the New Zealand Association of Counsellors (NZAC) Code of Ethics.
2. To work collaboratively with staff in their guidance and teaching roles to create conditions in which students can meet their potential.
3. To work with Senior Leadership, Counselling Team, Deans and Form Teachers to ensure that the pastoral care systems meet the needs of the school community.
4. To assist with staff development and training on matters relevant to student welfare.
5. To liaise with relevant outside agencies.
6. To act as an agent for positive change within the school community.

Key Tasks:

1. Counselling

- a. Accept self-referrals from students, staff and whānau.
- b. Accept appropriate referrals from staff, whānau and external agencies.
- c. Where appropriate, meet with students and their whānau.
- d. Assess risk and make appropriate referrals for students to external agencies.
- e. Provide specialist advice to the school's crisis intervention team, as required.
- f. Maintain appropriate records of counselling work, ensuring they are kept securely and confidentially.

2. Programme Work

- a. Co-ordinate and/or assist with the preparation, delivery, and evaluation of guidance-related programmes to meet the various needs of staff, students and whānau such as the Peer Support Programme, Peer Mediation Programme and Year 9 Buddy Training.
- b. Provide Therapeutic Groups as necessary.

3. Administration

- a. Be involved with mutually agreed administrative tasks which may include some, but not all, of the following:
 - i. Intake and orientation procedures
 - ii. Maintenance of data on students accessing your services as required by your HOD.

4. Liaison

- a. When appropriate, act as a student advocate eg. Northcote College Board Disciplinary Hearings, Family Group Conferences.
- b. Act as a consultant and resource person within the school community.
- c. Liaise with external agencies (eg. Oranga Tamariki, Child and Adolescent Mental Health Services, Youth Justice etc.)

5. Professional Development

- a. Maintain regular external supervision in line with the NZAC Code of Ethics or the Social Workers Registration Board.
- b. Maintain regular professional development by attendance at relevant training workshops and conferences.
- c. Maintain registration with an appropriate registration board eg. NZAC, SWRB.