



## Whakatane High School

**Position:** Guidance Counsellor (0.5 FTTE)

**Responsible to:** The Principal and through him the Board of Trustees

**Functional relationship with:** Principal, Deputy Principals, Assistant Principals, Careers Advisor, Transition staff, Deans, Tutors, Form Teachers, H.O.D's, staff, pupils, caregivers, outside agencies and community groups, and professional supervisor.

**Personal Qualities:** Discretion and confidentiality are essential and assumed

### Key Tasks

#### Counselling

- Accept self-referrals from students, staff and families/whanau
- Accept appropriate referrals from staff, families/whanau and outside agencies
- When appropriate, meet with students and their families/whanau
- 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

#### Programme Work

- 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

- Prepare and manage relevant budget(s) and disperse hardship funds equitably
- Complete documentation in relation to referrals to outside agencies/community groups
- Contribute to development of policies and practices in relation to guidance activities

**Liaison**

- 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
- Be involved in liaising with the community
- Liaise with outside agencies (e.g. Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc)

**Professional Development**

- Participate in supervision fortnightly
- Engage in ongoing professional development, including attending relevant training workshops and conferences