

JOB DESCRIPTION

School Counsellor

TENURE:	Fixed Term (14 July 2025 – 5 December 2025), Part-time,
REPORTS TO:	Head of Counselling
HOURS OF WORK:	21 hours per week, Term-time only, between Monday and Friday
FUNCTIONAL RELATIONSHIPS:	Pastoral Team, Counselling Team, Appropriate outside agencies, Staff, Students, Parents, Caregivers and Whānau
REMUNERATION:	Individual Employment Agreement; hourly pay rate plus a Qualification Allowance

PRIMARY RESPONSIBILITIES

- To promote and develop the vision, values and goals of Shirley Boys' High School
- Focus on improving student learning, success and wellbeing
- Offer counselling opportunities to students, staff and families/whānau as required, working within the NZAC Code of Ethics
- Work with the Deans team, the Counselling network and Form Teachers, to ensure that the pastoral care systems meet the needs of the school community
- Support school wide initiatives for the wellbeing of students
- Participate in pastoral committee meetings
- Work with the Head of Counselling on any relevant pastoral/discipline issues
- Work collaboratively with all staff in their guidance and teaching roles to create conditions in which students can meet their potential
- Network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves
- To contribute to establishing a safe and inclusive environment in the school
- Act as an agent for positive change within the school community
- Contribute to the school by being supportive and active in the co-curricular life of the school

KEY RESPONSIBILITIES

Responsibilities	Specific tasks
Counselling	<ul style="list-style-type: none">• Accept<ul style="list-style-type: none">○ Self-referrals from students, staff and families/whānau○ Appropriate referrals from staff, families/whānau• When appropriate, meet with students and with families/whānau.• Provide support for families, students and staff - this may include mediation, restorative justice etc.• 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.• Work within the NZAC Code of Ethics.

Involvement in the pastoral network	<ul style="list-style-type: none"> • Co-ordinate and/or assist with the preparation, delivery and evaluation of counselling-related programmes to meet the various needs of staff, students and families/whānau. • Support school-wide initiatives related to the well-being of boys. • Work in a collaborative environment with the Counselling and Dean teams to provide a wrap-around care system for student wellbeing.
Administration	<ul style="list-style-type: none"> • Complete documentation in relation to referrals to outside agencies/community groups. • Contribute to the development of policies and practices in relation to counselling activities. • Develop resources to assist teachers with the day-to-day support and understanding of students.
Liaison between the school and various organisations	<ul style="list-style-type: none"> • Liaise with outside agencies, (e.g. Oranga Tamariki, health providers – SRHS, CDHB etc, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.) • Work in a collaborative environment with the Counselling and Dean teams to provide a wrap-around care system for student wellbeing.
Professional learning	<ul style="list-style-type: none"> • Comply with and uphold the Education Council Code of Professional Responsibility and the Standards of the Teaching Profession. • Engage in ongoing professional development, including attending relevant training workshops and conference. • Engage where appropriate in supervision and belong to an appropriate Counselling Association.