



Job Description

Position	Terms of employment	Responsible to
Guidance Counsellor	Secondary Teachers' Collective Agreement or Support Staff in Schools Collective Agreement	HOD Guidance Principal
Central Beliefs		
<ul style="list-style-type: none"> • The Lincoln tikanga: Let's be respectful, reliable, supportive and resilient underpin all we do. • We are all Life-long Learners (everyone is capable of learning). • We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand. 		
Employment Status		
<ul style="list-style-type: none"> • Full time (would consider 4 day weeks) • Permanent position – term time only 		
Key Descriptors of an Effective Guidance Counsellor at Lincoln High School		
Professional Responsibilities	<p>Person Specification</p> <p>This position requires a person who should:</p> <ul style="list-style-type: none"> • Have relevant degree of equivalent qualification or be able to point to qualifications and/or experience relevant to the position. • Be a member of NZAC or similar professional body. • Preferably be a trained teacher and have had classroom experience preferably in teaching adolescents. • Have undertaken training in the area of counselling and be motivated to undertake further training as appropriate. 	

	<ul style="list-style-type: none"> • Have a self-understanding that allows them to maintain a high level of self-esteem, to accept their strengths and weaknesses, their successes and failures. They should be, self-confident, reliable, self-motivated, resilient and trusting of others. • Be sensitive to the needs and feelings of others. This must include an acknowledgement of and respect for differences stemming from culture, gender, age, disability and/or sexual orientation. Applicants should be able to demonstrate an understanding of the Treaty of Waitangi. • Have proven oral and writing skills, an ability to communicate ideas clearly and concisely, and have effective interpersonal communication skills particularly with adolescents. A sense of humour is an advantage. • Provide evidence that they are accepted and respected by others and are able to work effectively and constructively within a team. • Have organisational skills to enable effective and flexible use of time, meet deadlines and fulfil the tasks of co-ordinator and facilitator. • be able to play an active part in staff/school affairs and contribute to management decision making • Have a commitment to effective and successful teamwork. • Have a commitment to personal professional learning and continuous improvement. <p>Primary Objectives:</p> <ul style="list-style-type: none"> • To work effectively within the Guidance Network team. • To provide an effective guidance and counselling service. • To assist with staff development and training. • To act as an agent for positive change within the school community. • To work in a systemic way with young people and their wider systems – eg family, school. <p>Key Tasks: Counselling</p> <ul style="list-style-type: none"> • Accept self-referrals from students. • Accept appropriate referrals from staff, parents/caregivers and outside agencies. 	
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	<ul style="list-style-type: none"> • Accept self-referrals from staff. • When appropriate meet with students and families. • Organise group counselling sessions (e.g. grief, anger management etc). <p>Programme Work</p> <ul style="list-style-type: none"> • Assist with development and leadership of programmes to provide a safe emotional and physical environment • Develop and present guidance-related training programmes to meet the various needs of the staff and students. • Attend and participate in Parent Evenings and BOT discipline meetings. <p>Vocational Guidance and Counselling</p> <ul style="list-style-type: none"> • Work closely with the Careers staff in the provision of vocational information and vocational education with all students. <p>Administration</p> <ul style="list-style-type: none"> • Maintain appropriate records. • Assist with the preparation of policies, goals, budget and evaluation procedures in the Guidance Department. <p>Liaison</p> <ul style="list-style-type: none"> • Attend liaison meeting with Year level teams. • When appropriate, act as student advocate (e.g. at Board of Trustees Discipline Committee meetings, Family Group Conference etc). • Act as consultant and resource person within the school community. • Be involved in liaising with the Community. • Liaise with outside agencies (Oranga Tamariki, CAF, Police, Youth Justice, Family Court etc.) • The counsellors work closely with the part time health nurse. <p>Te Reo me ona Tikanga</p> <ul style="list-style-type: none"> • Demonstrate commitment to the promotion in education of: <ul style="list-style-type: none"> ○ The appropriate and accurate use of Te Reo Māori. 	
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	<ul style="list-style-type: none"> ○ The adoption of Māori protocols where appropriate. <p>Undertake any additional duties as directed by the HOD Guidance and/or the Principal.</p>	
Content Knowledge	<ul style="list-style-type: none"> ● Demonstrates a high level of understanding pertinent to areas of responsibility. ● Strong IT skills. ● Critical thinking and effective problem solving skills. 	
Building Learning Capacity Life-Long Learning	<ul style="list-style-type: none"> ● To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility. ● To attend professional development and training courses as provided or funded by school. ● Maintain regular Supervision, preferably fortnightly, if full time. ● Maintain professional development by attendance at relevant training workshops and conferences. ● Continue to develop an understanding of the Treaty of Waitangi. 	
Relationships Community	<p>To establish a positive working relationship with pupils, teachers and colleagues</p> <ul style="list-style-type: none"> ● Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School. ● Is a strong and supportive 'team player' with great communication skills. ● Confidence to work autonomously or within a team environment. ● Demonstrates initiative and resourcefulness. ● Has a friendly and approachable manner. ● Contributes to the corporate life of the school by maintaining LHS standards and expectations. ● Maintains positive interaction with all stakeholders. ● Be loyal to the departments, school and fellow staff. ● Maintain a high standard of professional conduct at all times. ● Maintain effective working relationships with colleagues through open communication. 	

	<ul style="list-style-type: none">• Contribute positively to the life of the school and community. <p>To maintain confidentiality in communications</p> <ul style="list-style-type: none">• Demonstrates a high regard for and maintains confidentiality at all times.▪ Communicates issues or concerns relating to employment to HOD &/or Principal.	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Employer): _____ Date: _____</p>		