

**HUTT VALLEY HIGH SCHOOL**  
**JOB DESCRIPTION**  
**SCHOOL GUIDANCE COUNSELLOR**



**TITLE:** Guidance Counsellor  
**RESPONSIBLE TO:** Head of Guidance  
**TERMS OF EMPLOYMENT:** As per the Secondary Teachers' Collective Agreement

**FUNCTIONAL COMMUNICATIONS WITH:**

- Deans
- Learning Pathways Team
- All other members of the school staff as appropriate
- Students
- Parents, caregivers and whanau
- Outside agencies and community groups
- Supervisor
- Professional association
- First Aid Officer
- Other schools

**PRIMARY OBJECTIVES:**

- To offer counselling opportunities and guidance service to students, staff and families/whanau as required, working within the NZAC Code of Ethics.
- To work collaboratively with all staff in their guidance and teaching roles to create conditions in which students can meet their potential.
- To contribute to further developing restorative practices across the school are essential.

**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.
- 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.

**Administration**

- Complete documentation in relation to referrals to outside agencies/community groups.

**Liaison**

- Liaise with outside agencies (e.g. Oranga Tamariki, ICAFs, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.)
- Participate in regular meetings within the school.

**Professional Development**

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

September 2018