



POMPALLIER CATHOLIC COLLEGE

JOB DESCRIPTION

JOB TITLE	Guidance Counsellor
	2 Management Units (1MU if 0.5FTTE)
RESPONSIBLE TO	Principal
FUNCTIONAL RELATIONSHIPS WITH	All Staff
	Students and their Parents and Caregivers
	External Agencies and Providers
STAFF REPORTS	Nil

VISION:

Pompallier Catholic College is a Catholic community with a Marist charism that challenges all students to excel in their endeavours. We promote Christian values, excellence in learning and quality relationships to enable students to be outstanding citizens. Our College shall be a place where all "...encounter the living God who in Jesus Christ reveals his transforming love and truth".⁺

PUPRPOSE:

1. To accept a commitment to support the Special Character of the College as outlined in the attached "The Character of a Catholic School".
2. To support and seek to implement the goals, objectives and school policies contained in the College's Strategic Plan.
3. To provide counselling opportunities to students and their families/whānau as required, working within the NZAC Code of Ethics with awareness of, and respect for, social, economic, cultural and gender differences.
4. To work for the personal development and total well-being of all students and staff at the College.
5. To reach and maintain a level of training and ethical practice that qualifies for continuous full membership of the New Zealand Association of Counsellors (NZAC) or parallel professional body.

KEY TASKS	PERFORMANCE INDICATORS
1. To provide a confidential counselling/guidance service for students and parents/carers/whānau regarding cognitive, emotional, social, spiritual, physical and cultural matters.	<ul style="list-style-type: none"> • Counsels according to needs. • Raises the awareness in the school community of counselling services offered. This could include class visits, information in school newsletters, use of notice boards etc. • Organises an appointment system that allows for both self-referral and referral from others, that is appropriate for both students and their teachers. • Maintains client safety by providing a confidential and safe counselling environment unless safety of client/others is compromised.
2. To provide or assist in the development of student support services within the school.	<ul style="list-style-type: none"> • Liaises closely and works collegially with DP Pastoral and fellow counsellor/s about all matters pertaining to the role of School Guidance Counsellor. • Helps to identify student need and levels of risk.

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	<ul style="list-style-type: none"> • Helps identify and remove barriers to student learning and fosters academic achievement as required (this could include classroom group work, assessment of needs, and co-ordination of social programmes). • Is proactive in helping students' orientation when entering school, and at other transition periods e.g; Peer Support Programme. • Initiates and facilitates (or refers to) support groups or group counselling on relevant topics, as required. • Liaises between school and home, and networks with families as required. • Is available to participate in crisis intervention as required. Shares appropriate information with relevant personnel as required. • Generates support from staff for students with needs. Gives support to students as required in non-counselling activities such as advocacy and mediation.
3. To fulfil the administrative functions of the Guidance Counsellor.	<ul style="list-style-type: none"> • Keeps and updates relevant data on an approved digital system, including individual records of interviews, needs and action, while maintaining confidentiality. • Is familiar with and is guided by the school's policies and procedures. • Submits a report to the DP Pastoral each term, that includes a statistical breakdown of numbers counselled, including gender, year level, ethnicity and issues. • To provide the Principal and Board of Trustees with an annual written report.
4. To be an active member of the Pastoral Team.	<ul style="list-style-type: none"> • Contributes information where appropriate and assistance on pastoral matters as required to staff and others, in both formal and informal meetings. • Attends regular Pastoral/Dean meetings as appropriate. • Communicates in a timely fashion with the Principal and the families of students in crisis or serious at-risk situations.
5. To assist in promoting equity within the school.	<ul style="list-style-type: none"> • Provides culturally appropriate support for minority groups. • Fosters inclusiveness. • Provides support for all students and staff, including advising others of appropriate referrals outside school. • Observes and upholds the principles of the Treaty of Waitangi.
6. To be supportive of staff in their guidance and teaching roles.	<ul style="list-style-type: none"> • Acts as a resource person for staff who are presenting pastoral care programmes such as health, or in guidance roles in the school, such as homeroom teacher. • Is involved in conferencing with teachers to develop appropriate strategies to meet the

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	<p>needs of students. Provides professional development for staff – e.g. conflict resolution, restorative justice training, understanding adolescent or childhood development and healthy family and school functioning.</p> <ul style="list-style-type: none"> To work with the Careers Advisor in assisting students with subject selection and tertiary/careers choices.
7. To actively network with external agencies.	<ul style="list-style-type: none"> Is involved as appropriate with local community groups and agencies that are involved with our school community. Uses approved agencies and resources for referral of students as appropriate. Maintains up-to-date knowledge of these services and resources. Maintains contact with local and Catholic School Counsellor Networks.
8. To keep up-to-date professionally.	<ul style="list-style-type: none"> Attends regular professional supervision from an NZAC-approved supervisor, as arranged with the College. Completes the required professional development needed to maintain annual re-certification by the NZAC. Satisfies the ethical requirements of NZAC including responding to complaints and completing the complaints process to remain or regain membership. Becomes familiar with the strategic direction of the College. Completes staff performance appraisal annually as per College policy and practice.
9. To assist in maintaining the Special Catholic Character of the School.	<ul style="list-style-type: none"> Supports the Charism of Pompallier Catholic College. Encourages awareness of the focus Goals for any year. Provides opportunities where possible for student personal growth and individual decision making. Is involved in the Pompallier Catholic College community through school masses, retreats and other Special Character functions as appropriate. Has an awareness and appreciation for the wider Catholic position on key pastoral issues. Consultation with the HOD Guidance & Counselling is necessary.

Signature :

Date :

Printed Name :

Reviewed: October 2021 Richard Stanton, PRINCIPAL

⁺ Pope Benedict XVI, Address to Catholic Educators of the United States.