



Job Description | Guidance Counsellor |

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Middleton Grange School |

Directly Accountable to Principal

Functional Relationships:

- Associate Principal
- Senior Leadership Team
- Heads of School
- Deans
- Learning Centre Curriculum Leader

As a member of the Guidance Department, the Guidance Counsellor provides a comprehensive guidance program which meets the needs of pupils at Middleton Grange School. Counsellors promote and enhance academic, personal, behavioral and social development of pupils.

Responsibilities and Duties

- 1) Conduct counselling sessions in response to identified needs of individuals and groups of pupils.
 - i) Use a variety of counselling and guidance techniques to help pupils find solutions to their educational difficulties and/or handicaps, personal-social problems related to family and school relations, peer relations, and emotional adjustment. This counselling may occur on a one-to-one basis, in small groups, and/or in classroom situations.
 - ii) Guide pupils in learning and living the Christian faith.
- 2) Consult with and serve as a resource for staff and parents regarding the developmental needs of pupils.
 - i) Facilitate meetings with teachers, pupils, and parents.
 - ii) Provide support and professional assistance to teachers at Middleton Grange School regarding issues of emotional, academic, and behavioural development of children.
 - iii) Conduct or provide opportunities for parent education programmes.
 - iv) Model godly behaviour with pupil, parent, and colleague interactions.
- 3) Refer pupils and their parents to community agencies, programmes, or specialists as appropriate.
 - i) Maintain a comprehensive list of district and community resources.
 - ii) Consult with community agencies as appropriate.
- 4) Participate in the evaluation and revision of the school guidance programme.
 - i) Review annually the guidance programme.
 - ii) Participate in developing a budget to support the guidance programme.
- 5) Fulfil professional responsibilities.
 - i) Maintain confidentiality.
 - ii) Maintain records consistent with ethical and legal guidelines.
 - iii) Participate on the school Crisis team.
 - iv) Perform responsibilities in an organised, accurate, timely and dependable manner.
 - v) Attendance at School Guidance meetings where possible.
 - vi) Operate within Ministry of Education Guidelines, and school procedures and policies.
 - vii) Provide support for other school programmes and personnel.
 - viii) Keep informed of current professional trends.
 - ix) Utilise computers effectively in the performance of assigned duties and responsibilities.
 - x) Pursue professional growth.
 - xi) Is committed to the philosophy of Middleton Grange School in particular, and to Christian education in general.

Minimum Qualifications
Education: Degree (preferred) or Diploma in field of Counselling. Member of NZ Association for Counsellors (NZAC) or Member of NZ Association for Christian Counsellors (NZACC)

Supervision
Once a month, paid by the school. To be conducted where possible in the school holidays.