



Job Description | Counsellor Year 1-13 |

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Middleton Grange School

Directly Accountable to Principal

Functional Relationships:

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

As a member of the Counselling Department, the Counsellor provides a comprehensive counselling practice which meets the needs of students at Middleton Grange School. Counsellors promote and enhance academic, personal, behavioral, relational, and social development of students.

Responsibilities and Duties

1. Conduct counselling sessions in response to identified needs of individuals and groups of students.
 - i. Counselling and supporting students and their families (as required) to find solutions for their emotional, psychological, and educational challenges. This includes personal-social issues related to family/Whanau, school, and peer relationships. Counselling occurs on a one-to-one basis, plus small groups, and family/Whanau meetings when required.
 - ii. Accommodate and support students in their Christian faith journey.
2. Consult and engage with staff and parents regarding the developmental and emotional needs of students.
 - i. Facilitate meetings with teachers, students, 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 student, parent, and colleague interactions.
3. Refer students 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. 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 counselling and staff 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. Utilise computers effectively in the performance of assigned duties and responsibilities.
 - ix. Is committed to the philosophy of Middleton Grange School in particular, and to Christian education in general.

Minimum Qualifications

Education: Degree in Counselling or higher qualification.

Member of NZ Association for Counsellors (NZAC) or

Member of NZ Association for Christian Counsellors (NZACC)