



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

Te Whakatūranga ō Mahi

POSITION DESCRIPTION

Counsellor

Reports to	The Principal
Responsible to	Head of Counselling
Functional Relationships	Head of Counselling Principal and Senior Leadership Team (SLT) Other counsellors and pastoral staff All staff
Position details	Permanent, Part-time

Responsibilities

As a key member of our staff, the Counsellor will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

The Counsellor delivers confidential one-on-one counselling for ākonga, performs risk assessments and crisis interventions as needed, and collaborates closely with whānau and the wider pastoral team. Bringing proven experience with adolescents in educational or youth mental health settings, they combine high empathy and person-centred practice with sound clinical judgement and strong communication skills. Highly accountable, reliable, and proactive, they take initiative in identifying student needs and ensuring thorough, consistent follow-through.

Minimum qualifications:

Degree (preferred) or Diploma in the field of Counselling

Full or Provisional Membership of New Zealand Association of Counsellors (NZAC) or equivalent.

Personal Attributes | Kā Āhuatanga Whaiaro

- Courageous, caring, compassionate and has a high level of integrity, trust, and authenticity.
- Highly ethical and confidential.
- Ability to engage students in an empathetic manner.
- Lifelong learner who engages with current thinking and research around best practice for counselling.

- Ability to work collaboratively in a team approach with staff and students.
- Ability to develop and manage quality relationships with parents and caregivers, whānau and community.
- Strong organisational skills and ability to prioritise, often under significant time pressure.
- Strong interpersonal and communication skills.
- A high standard of written and spoken communication skills, including notetaking and use of relevant software.
- An ability to think laterally and to problem solve.

Primary Objectives | Whāinga

- To provide confidential, comprehensive and readily available counselling services for students as appropriate.
- To help establish a positive, safe, inclusive and caring climate in the school, free of harassment and bullying, which will enhance the holistic development of our students and families.

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Counselling and Supervision	• Counsel individual students in response to identified needs • Support staff on pastoral matters regarding students as appropriate • Regular meetings with the Head of Counselling, to discuss cases and workload to ensure that a manageable and safe workload is being maintained in the department • Respond as appropriate within the bounds of confidentiality to parents' concerns and/or queries relating to their young person's needs. • Provide specialist advice to the Principal and SLT and support in times of crisis
Administration	• Maintain accurate records of counselling work, ensuring they are kept securely and confidentially, consistent with ethics and legal guidelines • Operate within Ministry of Education Guidelines and school Policies and Procedures • Contribute to development of policies and practices in relation to counselling activities • Complete documentation in relation to referrals to outside agencies/community groups
Liaison – Internal and External	• Regular meetings: ○ With the Pastoral network ○ Whole school briefings and staff hui as appropriate • Keep staff informed about personal needs of students within the boundaries of confidentiality • Regular meetings and communication with both national and local school counsellor networks • Liaise with outside agencies and make referrals as appropriate • When appropriate meet with students and their whānau • Visit students' homes where necessary in consultation with the DP (Pastoral or the Principal) • Liaise with incoming Year 9 whānau.
Professional Learning & Development	• Assist with training courses for staff and /or students as necessary and recommend parent education programmes for whānau where needed. • Engage in ongoing professional development, including attending relevant training workshops and conferences
Te Tiriti o Waitangi partnership	• Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi
Community	• Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community • Develops and maintains positive respectful relationships with students, staff, whānau and the wider community • Communicates effectively and establishes good communication processes within the school and with the community

	Strengthen community relations through connections with parents, whānau, prospective parents and the wider community
Contribution to School Life	- Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan - A willingness to contribute to and participate in the wider life of the school, school-wide co-curricular activities, extra-curricular activities, and events
Safeguarding	- Undergo Police vetting - Adhere to and implement relevant policies, practices, and procedures for safeguarding
Health and Safety	All staff are expected to - Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies - Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures - Participate as required in the resolution of Health and Safety issues and training as required
Staff Expectations	All staff are expected to: - Always conduct themselves with professionalism and adhere to the school policies and procedures - Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community
General	Undertake specific responsibilities and duties at the discretion of the Principal Tumuaki.

Counsellor

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____