



# Job Description | Counsellor Year 1-13 |

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Middleton Grange School

## Directly Accountable to Principal

### Functional Relationships:

- Deputy Principal Staffing & Waiora
- 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)