

Job Title: Guidance Counsellor

OBJECTIVE 1: To be an effective Guidance Counsellor

Dimensions and Key Tasks	Performance Indicators Include
1. To uphold the Special Character of Carmel College	<ul style="list-style-type: none"> • Participation and promotion of Special Character activities
2. To provide effective leadership in the areas of guidance and counselling	<ul style="list-style-type: none"> • Tasks identified in job description/performance goals are met in a timely, appropriate manner. • Proactively leads and assists staff to develop their guidance skills and identify students needing assistance. • Actively supports decisions made by the Principal or Senior Leadership Team. • Actively seeks opportunities to improve knowledge and skills. • Is a member of a professional organisation: or abides by a professional code of ethics and participates in external professional supervision. • Manages and regularly updates the Traumatic Incident Response Plan.
3. To provide effective guidance and counselling service for students	<ul style="list-style-type: none"> • Students are aware of how they can access the counselling services. • Guidance and counselling to individual and small groups is appropriate and sensitive. • Requests for guidance and/or counselling are responded to as quickly as possible. • Legal obligations are known and fulfilled. • An outline of safe boundaries is given to students. • Confidentiality is maintained in keeping with the NZ Association of Counsellors Code of Ethics. • Appropriate and professional records of counselling sessions are kept. • Counselling is in accord with the Special Character of the College.
4. To provide guidance and support for staff	<ul style="list-style-type: none"> • Staff are aware of systems to access counsellor and their concerns are heard if they choose to do so. • Appropriate support is provided. • Information and/or assistance for accessing appropriate advice and/or counselling when required is given. • Staff are made aware of their responsibilities in the case of a traumatic incident.
5. To communicate	<ul style="list-style-type: none"> • Appropriate information is communicated to the Principal

effectively with members of the school community	<p>through regular meetings and more frequently if necessary.</p> <ul style="list-style-type: none"> • Systems and protocols are explained to and understood by staff and students. • Parents/caregivers are contacted and receive information as appropriate (see above: Confidentiality). • Communication with Chaplain on appropriate matters is maintained.
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OBJECTIVE 2: To be an effective member of the Pastoral Care Team

Dimensions and Key Tasks	Performance Indicators Include
1. To assist Deans and Form Teachers	<ul style="list-style-type: none"> • Liaises with Deans and Form Teachers about students causing concerns. • Acts as a mediator in staff-student disputes. • Attends Deans' meetings regularly. • Liaises with Special Needs Coordinator.

OBJECTIVE 3: To assist in providing Health Education Care

Dimensions and Key Tasks	Performance Indicators Include
1. To ensure that health issues presented as a concern in the school environment are addressed	<ul style="list-style-type: none"> • Liaises with Public Health Nurse. • Arranges for student contact with PHN as appropriate. • Passes on teacher referrals to nurse. • Monitors health status of specific students. • Accesses appropriate Health Services for students as required. • Assists students to access appropriate Health Services as required. • Plans and delivers classroom lessons on designated health topics as required. • Liaises with DRS, HOD PE and other HODs as required who have responsibility for the implementation of various sections of the Health Programme.

OBJECTIVE 4: To manage resources effectively

Dimensions and Key Tasks	Performance Indicators Include
1. To administer the resources and finance of the Guidance Department	<ul style="list-style-type: none"> • Allocated budget is managed to produce desired outcomes. • Resources are up-to-date and well maintained. • An up-to-date inventory of all resources is maintained.