



Guidance Counsellor

February 2017

The following Position Description is in addition to the requirements of any other position or other agreed responsibilities:

POSITION	Guidance Counsellor
REPORTING TO	Associate Principal, High School and Lower School Health and Wellbeing Coordinator
RESPONSIBLE TO	Principal Associate Principal Academic Dean
RELATING TO	Students Teaching Staff Support Staff Parents/Caregivers Outside Agencies

STRATEGIC OBJECTIVE

The Guidance Counsellor has a key role in the pastoral function of the school. This is done through offering counselling to students either individually or in groups; liaising with teaching staff as part of a student need focus; offering support and advice to teaching staff and caregivers. All staff are expected to support the special character of the school in all aspects of school life.

SPECIAL CHARACTER OF TAIKURA RUDOLF STEINER SCHOOL

Taikura Rudolf Steiner School is a state-integrated Waldorf school which provides education with a Special Character in which Rudolf Steiner's Art of Education is practiced. "The College of Teachers, which works collegially and in a spiritual way, shares responsibility for maintaining the Special Character of the School and the Anthroposophical impulse which are inherent in all aspects of school life."

Taikura recognizes the importance of working with the New Zealand Curriculum and importance of our specific culture and the context and commitments of Te Tiriti o Waitangi.

The fundamental characteristics of Waldorf education which inspire and shape our role as teachers include a commitment to educate and develop the whole child towards balance and roundedness, an understanding that the relationship between teacher and student is of primary importance and a preparedness on the part of teachers to take on their own path of inner development, which includes a willingness to come to grips with Rudolf Steiner's work on child development and education.

KEY RESPONSIBILITIES

The Counsellor will:

- Identify students with particular learning needs and requirements; and ensure that these needs/requirements
- Exhibit the professional qualities of a teacher including those outlined in the current Area Schools Teachers' Collective Employment Agreement, Tataiako and the Practising Teaching Criteria
- Establish teacher-student relationships within context of Taikura Rudolf Steiner School
- Contribute to and participate in staff development and appraisal programmes where suitable
- Actively engage in broader Taikura Life, where possible, including
 - a. Pedagogical discussions and development
 - b. Participate in festivals, events and special occasions at Taikura which are part of the school's Special Character

SPECIFIC RESPONSIBILITIES

Counselling:

- Accept self-referrals from students and the students' parents/caregivers
- Accept appropriate referrals from staff, parents/caregivers and outside agencies
- When appropriate meet with students and families

Programmes:

- Contribute to developing and delivering programmes that will enhance and support networks amongst students. For example; peer support, leadership
- Participate in health programmes, professional guidance and development of teachers as requested

Administration:

- Contribute to the administration of the Guidance network, including the preparation and review of policies and procedures

Liaison and Networking:

- When appropriate, act as student advocate (For example; Board of Trustees Discipline Committee meetings, Family Group Conferences)
- Act as a consultant and resource person within the school community
- Be involved in liaising with the community
- Liaise with outside agencies (For example; CYFS, ISS, Police, SES, Youth Justice, Family Court, private practice counsellors and iwi health, social service and education agencies)

Professional Development:

- Maintain regular supervision
- Maintain professional development by attendance at relevant training workshops and conferences
- Prepare a report annually for the Principal and BOT
- Attend meetings as requested by school management

REMUNERATION AND TENURE – GUIDANCE COUNSELLOR

This position is remunerated as per the Area Schools Teachers' Collective Agreement for a registered teacher and the equivalent for a suitably qualified person who is not a registered teacher. The tenure of this position is permanent, part time (4 hours per week / 0.16 FTTE).