



St Margaret's College

Balanced foundations, bright futures.

Position	Part-time School Counsellor (ideally Wednesday)
Location	Christchurch
Employee Name	
Reports to	Human Resources Manager/ Health Centre Counsellor
Revision Date	August 2022

SCHOOL INFORMATION

Our Vision

St Margaret's College offers a unique education for girls from Year 1 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Functional working relationships with:

- Executive Principal
- Boarding Staff
- School Nurse
- Counsellor
- Guidance / Pastoral Care Teams
- Career Pathways Advisor and Facilitator
- Teaching Staff

Key Accountabilities / Responsibilities (What is to be achieved)	Key Tasks (How is it achieved)
Counselling and Pastoral Care	<ul style="list-style-type: none"> • Accept appropriate self-referrals from students, staff and families and outside families • When appropriate, meet with students and their families • Provide primary intervention and therapeutic counselling to meet needs of client • Facilitate appropriate referral to Specialist agencies for a client with long term needs • Provide specialist advice to the school's crisis intervention team as required • Promote healthy communication between families, peers, and staff • Identify students at risk and provide appropriate support • Academic monitoring / goal setting as required • Strengths-based approach to build confidence and resilience • Facilitate group counselling sessions (e.g. grief, restorative practices, conflict resolution, social skills etc) • Keep appropriate records of counselling work ensuring they are kept secure and confidential
Family work	<ul style="list-style-type: none"> • Assist families with setting appropriate rules and boundaries for their children's behaviour • Share information about adolescent development while acknowledging the tensions, challenges, and rewards of living with teenagers • Work with families to seek appropriate referrals to specialist agencies • Share appropriate family concerns with staff
Administration	<ul style="list-style-type: none"> • Complete documentation in relation to referrals to outside agencies / community groups • Complete quarterly and annual statistical analyses of school counsellor activities • Contribute to development and review of policies and practices in relation to guidance activities • Annual renewal of membership with the New Zealand Psychological Society
Liaison	<ul style="list-style-type: none"> • When appropriate act as student advocate - at Board of Trustees Discipline Committee meetings, Family Group Conferences • Where appropriate and within the bounds of confidentiality share information with staff so students are effectively supported • Provide backup first aid for Health Centre Nurse • Keep Health centre manager informed of issues as required • Act as a consultant and resource person within the school community • Liaise with outside agencies e.g., Oranga Tamariki, health providers, Police, Group Special Education, Family Court, and others

Work as an integral member of the Pastoral Care network within the College	<ul style="list-style-type: none"> • Work closely with all Pastoral Care staff responsible for the care of students in the College • Implement and sustain new initiatives • Be visible in the College Attend school Committees: <ul style="list-style-type: none"> • Health Centre Committee
Professional Development	By ensuring: <ul style="list-style-type: none"> • Up to date practices and information evolve as the position demands
Team contribution	By ensuring: <ul style="list-style-type: none"> • The Manager is kept informed and up to date on all tasks and issues • A positive attitude when carrying out all delegated tasks at all times • Prep support is given for any students requiring assistance
Health & Safety	By ensuring: <ul style="list-style-type: none"> • Health & Safety - comply with all SMC rules and procedures • A current First Aid Certificate is maintained
Other Duties	<ul style="list-style-type: none"> • Any other duties as reasonably required by the Associate Principal

PERSON SPECIFICATION

Core Behaviours	<ul style="list-style-type: none"> • Teamwork – identifies opportunities and takes action to build relationships between the school, staff, or teams to help achieve shared goals • Results focused – sets challenging goals for self and understands performance expectations • Effective Communication – understands and communicates with a strong emphasis on confidentiality and professionalism • Team player – understands the importance of working as a team for the greater goal. • Resilience - able to think logically and multi-task in time-critical and stressful situations
Core Qualifications, Technical Skills, Knowledge, and Ability	<ul style="list-style-type: none"> • Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school. • Minimum of 2 years counselling experience ideally in a school environment • Experience in a working environment where everyone contributes to a well-functioning school community • Exceptional interpersonal skills • Ideally experience working in a team environment.

ST MARGARET'S COLLEGE EXPECTATIONS

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of "Educating Young Woman to Live and Lead".

- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the school, which inspires people to believe that what they do makes a difference.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school's objectives.

POLICIES AND PROCEDURES

St Margaret's College has developed policies and procedures to guide employees' behaviour in respect to a variety of employment-related matters. It is an obligation of your employment with St Margaret's College that you adhere to these policies and procedures. All employees have access to these policies and procedures in the staff handbooks.

EMPLOYEE DECLARATION

I have read, understood, and agree to abide by this Position Description at all times.

Employee Signature: _____

Date: _____