



CHRIST'S COLLEGE
CANTERBURY

POSITION DESCRIPTION

School Counsellor **Full time permanent** *Schedule of Responsibilities and Person Specification*

Reports to: Deputy Principal

Functional Relationships:

Internal

- Executive Principal
- Deputy Principal
- Director of Boarding and the Centre for Character and Leadership
- Director of the Centre for Wellbeing and Positive Education
- Wellbeing Team
- Housemasters
- Teaching and Non-Teaching Staff
- Students

External

- Parents
 - Members of the wider school community
 - Outside agencies and community groups
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Primary Function:

1. To take a lead role in the pastoral care network of Christ's College supporting the system to meet the needs of the College community. To support and maintain emerging positive psychology and wellbeing principles and practices for all Christ's College students and staff.
 2. The pursuit of personal excellence and positive accomplishment by each College boy in all aspects of school life. This role is to facilitate the school's mission of *Each boy at his best* while providing support to those in need.
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Key tasks:

- Provide within College a counselling service that supports the needs of students and whānau as required

- In consultation with the College pastoral care team and the Wellbeing Team, develop and maintain a Wellbeing and Positive Education outlook for the College community inclusive of students, staff and whānau

Students

- By being a presence in and around student activities in a variety of ways that might include teaching, coaching or mentoring, support the development of elements of Wellbeing and Positive Education as a foundation for student self-efficacy
- Through personal behaviour and professional engagement be seen by the student community as an accessible, friendly member of staff who is in place to help each College boy when *'it's okay to not be okay'*
- Assist in gathering and analysing data relative to student wellbeing and where possible be a part of proactive programmes addressing needs highlighted by such data
- In consultation with students, whānau and staff, establish and maintain an agreed understanding of personal excellence and provide the scaffold for this to be achieved as it relates to each College boy
- To support students as appropriate with the provision of high-quality counselling services that focus on addressing the complexities of needs of the adolescent boy. Such services to be provided in a manner in keeping with the needs of the individual, maintaining confidentiality as required and being respectful of whānau
- Support initiatives and programmes around LGBTQIA+ students and families

Staff

- As appropriate, organise and conduct training sessions for teaching staff and House personnel in matters pertaining to the wellbeing of students
- Work closely with staff in their roles as Housemasters, Deputy Housemasters and Assistant Housemasters (Mentors) through the provision of resources and strategies especially as they relate to wellbeing and Positive Education initiatives
- Be a positive figure in a wider team in College's positive relationship programmes and responses
- Attend and contribute to middle-management meetings in matters relating to student wellbeing e.g. HoDs and Housemasters' meetings
- Be a resource to staff in all matters related to student wellbeing in a general sense and in the implementation of College-wide initiatives in this area

Parents

- Work closely and appropriately with parents and caregivers of College to create and foster a culture that is supportive and caring of every College boy, including information sessions and seminars as appropriate
- Work with individual parents and caregivers in the fundamental role of College Counsellor as it relates to the specific needs of individuals
- Recommend [to whānau] external services according to the needs of individual boys

Other

- Undertake one season of co-curricular duties per annum, as manager or coach
- Maintain appropriate records of counselling work, ensuring they are kept confidential and secure
- Liaise with external agencies as required (health, judicial and support)
- In consultation with College's Finance Office, manage budgets as appropriate
- Furnish an annual report as detailed by the Deputy Principal

- Contribute to the development of policies and practices as related to pastoral care within Christ's College e.g. guidance practices, health and wellbeing programmes, parent education programmes
- Engage in ongoing professional development including attending relevant workshops and conferences
- Contribute to the professional learning programme for staff reflecting levels of expertise as directed by the Executive and Deputy Principals
- Contribute to the community education programmes for parents and members of the wider community as directed by the Executive and Deputy Principals
- Participate as appropriate in information evenings and enrolment processes for current and future families

Reviewed 19 October 2020