

## Person Specification

### School Guidance Counsellor



#### Professional and Supervision Expectations

- Will support the Special Catholic Character nature of the school.
- An appropriate degree level or equivalent qualification relevant to the position of School Counsellor.
- Be a trained teacher and have had classroom experience in teaching adolescents is desirable.
- Have undertaken some training in the area of counselling.
- Will have membership to the New Zealand Association of Counsellors (NZAC).
- Will attend professional supervision from a qualified supervisor appropriate to the College.
- Participates in ongoing appropriate professional learning as agreed by the college.

#### Personal Attributes

- Has effective interpersonal communication skills, especially with students, school staff and parents/whanau.
- Has respectful relationships and a genuine desire to work with adolescents from all cultures.
- Has a high level of interpersonal and written capabilities to enable effective dialogue with others and maintain accurate records and documentation.
- Seeks out solutions to issues/problems.
- Has a respectful and caring approach towards working with clients.
- Has an appropriate sense of humour.
- Is sensitive to the needs and feeling of others.
- Maintains a high level of trust, self-esteem, is emotionally stable, self-confident, reliable, self-motivated and resilient.

#### Knowledge and Skills

- Upholds the principles of Te Tiriti of Waitangi.
- Has knowledge of, or experience in using a Restorative Practices approach.
- Has proven experience working in a school as a Guidance Counsellor.
- Works as part of a guidance and wider pastoral team to help create conditions that support students to reach their full potential.
- Networks with outside support groups and agencies to find information and access help.
- Works with the wider Pastoral Network to maintain a positive school culture that reduces intolerance, harassment and any bullying.
- Assists in the early identification of 'students at-risk' in communication with the appropriate person(s) to make referrals.