

22 September 2017

Dear Applicant

<p style="text-align: center;"><b>SCHOOL GUIDANCE COUNSELLOR</b> <b>LTR Maternity Leave Position (0.6) 1 MU, 1 MMA for 2018</b></p>
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An opportunity exists for a skilled and suitably qualified person to cover the long term maternity leave for our current school guidance counsellor. This part-time LTR position commences 29 January 2018 and will cease at the end of Term 4, around 14 December 2018. The position includes one Management Unit and one Middle Management Allowance.

Cromwell College is an innovative, well-equipped and well-resourced, Decile 8, Year 7 – 13 school with welcoming students, committed and collegial staff and a strong supportive relationship with our local community. We have a roll of around 440 students and our school curriculum contains a wide range of traditional academic and vocationally oriented subjects. Our Board of Trustees and staff are committed to making Cromwell College one of New Zealand's best rural schools. We are keen to see the school grow and develop and the appointment and professional development of quality staff continues to be a key element in the overall success of the school.

Cromwell is a vibrant forward thinking rural community with a current population of approximately 4500. The town benefits from a range of excellent facilities for its size and is in a stage of sustained growth with major investment in viticulture, horticulture and regional service industries.

Following is the desired time frame for the selection.

<b>18 October</b>	Applications close
<b>18-20 October</b>	Short listing
<b>23-25 October</b>	Interviews as required

Enclosed with this letter are a job description and application form. You will find further information about Cromwell College on our web site at [www.cromwell.school.nz](http://www.cromwell.school.nz). I would also welcome the opportunity to discuss this position with you and show you around our school. Thank you for your interest in this position.

Yours sincerely

Mason Stretch  
Principal

<b>School Guidance Counsellor (0.6), LTR Maternity Leave, 2018</b>
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Thank you for applying for a position with our school.

- 1 Please provide a covering letter and complete this application form personally.
- 2 Attach a curriculum vitae (CV) containing any additional information eg. family, work experience, interests, qualifications, any written references etc
- 3 Copies only of qualification certificates should be attached.
- 4 If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
- 5 This application form and support documents will be held by the school. You may access them in accordance with the provision of the Privacy Act 1993.

If you have any queries, please contact the school administration.

Please post or deliver to  
**The Principal**  
**Cromwell College**  
**Barry Avenue**  
**Cromwell 9310**

**Application close on 18 October 2017**

### **CRITERIA FOR APPOINTMENT**

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria ~

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and
2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position

Any offer of employment made is conditional upon a satisfactory Police check being obtained.

## **Job Description: Guidance Counsellor**

### **Responsible to:**

The Principal and, through him, the Board of Trustees.

### **Relating to, and Communicating with:**

Principal, Assistant Principals, Careers Adviser, Deans, Form/teachers, H.O.F.s, staff, pupils, caregivers, outside agencies and community groups, and professional supervisor.

### **Primary Responsibilities:**

- To offer counselling opportunities to students, staff and families/whanau as required, working within the NZAC Code of Ethics.
- To take a lead role, with senior management, the guidance network and form teachers, to ensure that the pastoral care systems meet the needs of the school community.
- To work collaboratively with all staff in their guidance and teaching roles to create conditions in which students can meet their potential.
- To network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves.
- To help to establish a safe and inclusive climate in the school, free of intolerance, harassment and bullying.
- To act as an agent for positive change within the school community.

### **Key Tasks**

#### **1. Guidance**

- To work collaboratively with the pastoral care team to promote and encourage an inclusive school environment that supports the holistic growth of each student.
- To make referral to appropriate health and community agencies to meet specific student needs.
- Develop relationships between home and school that foster independent student and family access to counselling services.
- Assist where appropriate with transition of all new students
- Ensure equitable educational opportunity through
  - Individual counselling
  - Student advocacy
  - Assessment of student needs
  - Referral to outside agencies
  - Coordination of special programmes
  - Group counselling
  - Networking with families
  - Classroom group work

## **2. Counselling**

- Accept self-referrals from students, staff and families/whanau.
- Accept appropriate referrals from staff, families/whanau and outside agencies.
- When appropriate, meet with students and their families/whanau.
- Facilitate group counselling sessions (e.g. grief, abuse survivors, anger management, smoking cessation, etc.).
- Keep appropriate records of counselling work, ensuring they are kept securely and confidentially.

## **3. Programme Work**

- Co-ordinate and/or assist with the preparation, delivery and evaluation of guidance-related programmes to meet the various needs of staff, students and families/whanau.
- Work co-operatively with the careers advisor, when appropriate, to support students with vocational direction and goal setting.

## **4. Traumatic Incident Intervention**

- Provide specialist advice to the school's crisis intervention team, as required.
- To share a co-ordination role as part of the school's Traumatic Incident Response Team.
- To co-ordinate and provide a school counselling service, specific to the incident, with support from outside agency personnel.

## **5. Administration**

- Prepare and manage relevant budget(s) and disperse hardship funds equitably in liaison with the relevant assistant principal.
- Prepare and maintain a guidance counselling management document.
- Complete documentation in relation to referrals to outside agencies/community groups.
- Provide an annual report, including a statistical analysis of guidance counsellor activities, to the Board of Trustees.
- Contribute to development of policies and practices in relation to guidance activities.

## **6. Liaison**

- When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group Conferences.
- Act as a consultant and resource person within the school community.
- Be available to assist the principal with the appointment of Guidance Network Staff.
- Be involved in liaising with the community.
- Liaise with outside agencies (e.g. Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.)

## **7. Professional Development**

- Participate in supervision fortnightly. For part-time it is less – generally about once a month.
- Engage in on-going professional development, including attending relevant training workshops and conferences.

## **8. If a trained teacher, meet the Registered Teacher Criteria**

- Maintain Teacher Registration.

## **9. Commit to the full life of the school**

- Where possible participate and/or contribute to extra-curricular activities offered at the College.

## **10. Duty supervision**

- Complete school ground duty as required.



## Application Form – School Guidance Counsellor LTR Maternity Leave Part-time (0.6) 1 MU, 1 MMA 2018

### Person Specification

- 1 Possess suitable qualifications in counselling or be actively working towards these.
- 2 Hold current membership or applicant status with NZAC
- 3 Competent, trained teacher holding current NZTC registration.
- 4 Commitment to co-curricular activities offered at the College.
- 5 A clear understanding of, and empathy with, the special character of a Year 7 - 13 rural school.
- 6 Evidence of a collegial approach to working in a school context.
- 7 Well-developed skills in communication and interpersonal skills.
- 8 Evidence of on-going professional development

**Family Name** \_\_\_\_\_

**First Names** \_\_\_\_\_

**Present Position** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Work Phone Number :** \_\_\_\_\_

**Teacher Registration :** \_\_\_\_\_

**Cell Phone Number :** \_\_\_\_\_

**Home Phone Number :** \_\_\_\_\_

**E-mail address :** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Residency Status:** \_\_\_\_\_

**If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your covering letter.**

**Convictions Against the Law / Unsuitability for the Position**

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Have you had any injury, medical or other conditions which would prevent you from carrying out the work as described in the job description or person specification.

Yes / No

If you have answered yes please provide full details

**Note that all Cromwell College buildings and grounds are smoke-free**

**REFEREES**

Please provide the names and address of three referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation (Principal, Manager, CEO etc).

**Referee One**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Referee Two**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Referee Three**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_



**Please note:** The selection panel may consult people, other than the nominated referees, as part of the appointment process.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_