

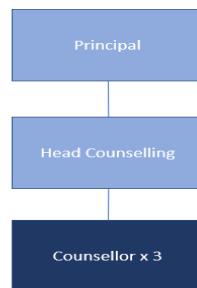
POSITION DESCRIPTION

Counsellor

Preamble

The Principal, together with the Deputy Principal, Head of Primary, Head of Secondary, Head of Chapman, and the Head of Biblical Foundations, carry the overall responsibility for the daily operation of the College, inclusive of three schools; Bethlehem College Primary, Bethlehem College Secondary, Bethlehem College Chapman (BCP, BCS, BCC). These roles require a deep level of mature Christian integrity and an absolute commitment to the vision and mission of the College. In all of this, our model of serving leadership and our necessary daily inspiration come from the Lord Jesus Christ of whom we read: "... (He) made Himself nothing, taking the form of a servant, being made in human likeness. And being found in appearance as a man, he humbled Himself and became obedient to death – even death on a cross!" (Philippians 2: 7-8).

Counselling Service Structure



The position is accountable to the Head of Counselling for Daily supervision and to the Principal for employment matter.

Functional Relationships

Staff
Students
Whanau

Employment Status

One year fixed-term duration (parental leave cover)
40 weeks per year during Term time
Part-time, 32 hours per week

Purpose

Bethlehem College is committed to a pastoral care service for students which includes the use of professionally trained and qualified counsellors. This position will be located on the BC Tauranga campus and will focus on the particular needs of the students and their families (Years 1-13).

Counselling Responsibilities

- I. Work with the College Counselling team within the pastoral care network of the College to provide professional counselling to students, staff and families of BC.
- II. Work will be with Students in Years 1 to 13.
- III. Specific small group work may be developed to respond to perceived needs within the BC community.
- IV. Services must be provided within the framework of the Special Character of BC and not be in conflict with the beliefs, tenets and practices of this Special Character.

General Responsibilities

- I. Respect for diversity, heritage, language, identity and culture of all students, their whanau, staff and beyond at all times.
- II. Demonstrate a commitment to te Tiriti o Waitangi principles and makes the effort to use te reo Maori in carrying out this role.
- III. Comply with all other board policies, school procedures and relevant legislation relating to this role.
- IV. Carry out other duties as agreed from time to time or in negotiation with the Principal.

Minimum Qualifications

Qualified Counsellor with a degree in the field of Counselling, Social Work or Psychology

Member of NZ Association for Counsellors (NZAC) or Member of NZ Association for Christian Counsellors (NZACC) or equivalent professional association or provisional membership.

Skills and Attributes

- I. A strong sense of calling and willingness to fully commit to the special Christian character, mission, vision and values of Bethlehem College.
- II. Commitment to a life sustained by a vital Christian faith, permeated with Christian virtues, devoted to studying God's word and prayer.
- III. A heart for children, people and Christian Education.
- IV. An active involvement in local Christian fellowship.
- V. Previous experience or training in working with families and students Years 1-13
- VI. Experience with children aged 6-12 in an educational/school setting
- VII. The ability to maintain confidentiality and records consistent with ethical and legal guidelines.
- VIII. Operate within Ministry of Education Guidelines, and school procedures and policies.
- IX. Operate within the NZAC Code of Ethics.
- X. Willingness to pursue professional growth.

ACCEPTANCE OF POSITION AT BETHLEHEM COLLEGE

By signing this document, you confirm that you accept the role and responsibilities outlined in the Position Description.

Signed: _____ Date: _____
Principal

Signed: _____ Date: _____
Employee