NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Application for Appointment

Position applied for	Counsellor
Tenure	Fixed Term, Part Time (0.8 FTE)
Please state any supporting subjects	

Information Statement
The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful, your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

Personal Details

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:

Full Name

Postal Address

Mobile Phone

Email Address

Date of Birth (optional)

Gender

Ethnicity

Emergency Contact Name

Emergency Contact Mobile

Are you a NZ Citizen/Resident? ☐ Yes ☐ No

If No do you hold a Work Visa/Permit? ☐ Yes ☐ No (Relevant documents must be sighted)

Teaching Registration Details

Registration Status ☐ Full ☐ Provisional ☐ Subject to Confirmation ☐ LAT

Registration Number

Renewal Date

Ministry of Education Employment Number (if previously employed in education sector)

Referees

Please provide the names and contact details for two references who may be contacted to provide information to support your application.

Name	**Name**
Address	**Address**
Phone	**Phone**
Email	**Email**
Relationship	**Relationship**

Declaration

Please describe any injury or illness, or other known conditions that you have that may affect your ability to effectively carry out the duties and responsibilities of the position.

Have you ever been convicted of *any* offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in a school environment?

☐ NO ☐ YES If YES, you may be asked to provide a copy of relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.

- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence and only used for staff selection purposes.

Applicant's Signature	**Date**

Please return this application form with your CV and cover letter to:

Kenny Diamond Principal
Nayland College
166 Nayland Road Stoke
Nelson 7010

or

Tina Marshall
Executive Assistant and Board Secretary
hr@nayland.school.nz

NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Position Description

Name	
Position	**Counsellor**
Tenure	Fixed Term, Part-Time *(28 January 2027 to 27 January 2028, 0.8 FTE)*
Responsible to	School Board (Presiding Member) Principal Head of Counselling

Primary Expectations

Support of the school Head of Counselling, Deans and Senior Management. This is a role which deals with students in a non-directive way. Counselling tasks involve work with individuals (students, teachers, whānau, outside agency representatives) and small groups.

Core Responsibilities

Te Tiriti o Waitangi

- Demonstrate a commitment to honouring the principles of Te Tiriti o Waitangi, ensuring rangatahi experience rich learning in both te reo and tikanga Māori.

As a member of the staff of Nayland College you will be familiar with the school's charter and policies

- Positive professional relationships with all staff members are maintained.
- Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance.
- School administration is supported.
- The hours of work, as arranged, are strictly followed.
- The line manager is informed of any absence from work immediately (illness etc.) so that other arrangements can be made if necessary.
- Any other tasks as allocated or directed by the Senior Leadership Team
- Accept delegated responsibilities within the learning area.

Specific areas of operation

- Providing a professional counselling service for students and members of the college community.
- To work collaboratively with staff to enable clients to make the most of their learning opportunities and foster and develop resilience.
- Being proactive to develop strategies, interventions and support plans in collaboration with clients
- Providing mediation assistance to students and staff who have relationship difficulties within the classroom.

- Playing a vital role in the specific groups linked to the counselling area.

Supporting Deans and Senior Management

- Providing professional counselling to individual clients.
- Contacting and working with whānau and outside agencies (with the client's permission) as needed, to achieve goals.
- Working with students whose attendance patterns are causing major concerns due to mental health issues.
- Liaising with staff, the deans and parents as appropriate with the client's permission.

Requirements

- To follow the New Zealand Association of Counsellors (NZAC) Code of Ethics.
- To work as a collaborative member of Nayland College's counselling team.
- To undertake external supervision.
- To maintain adequate records of work.
- To attend school meetings, family conferences organised by Child Adolescent Mental Health Service (CAMHS), Alcohol & Other Drug Services (AOD) Oranga Tamariki, Ministry for Children and Youth Justice and liaise with other agencies where necessary.

General

- It should be noted that other tasks and duties may be allocated by agreement in consultation with the Head of Counselling and Principal as and when required.

Performance Review

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

This job description may be reviewed annually at the discretion of the Principal.

Name	**Kenny Diamond**
Counsellor	Principal
Date	**Date**