



Liston College

Guidance Counsellor

Job Description 2022

Mission Statement of Liston College

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As the Guidance Counsellor you are an important member of the Liston College community. You will, along with all Liston College staff, collectively ensure that the school operates successfully and effectively and maintains a positive public image.

The Guidance Counsellor is responsible for providing a holistic counselling service for students, staff and parents in a manner that upholds the Special Character of the college and effectively meets identified needs.

The Guidance Counsellor will teach a programme in consultation with the Principal.

The Primary Objectives of this position are to:

- Support the Special Character of the college as outlined in our Mission Statement.
- Provide confidential Guidance Counselling Services consistent with the Special Character of Liston College that is appropriate to identified priorities / student needs.
- Liaise with staff / outside agencies
- To provide assistance with developing relevant education programmes.
- To communicate effectively and report in a timely fashion
- To be an integral part of the Pastoral Care Team
- Ensure effective day-to-day management
- Be available to assist with other duties as directed by the Principal

Responsible to: Director of Pastoral Care

| Key Tasks | Performance Indicators |
|--|---|
| Special Catholic Character of the College | <ul style="list-style-type: none"> • Supports the Special Character of the college as outlined in the Mission Statement. • Ensures the Special Catholic Character of the College is evident in all Guidance activities and documentation. |
| Guidance Counselling Services | <ul style="list-style-type: none"> • Offers confidential counselling opportunities to students, parents and staff as and where necessary, accepting self-referrals, and referrals from others (such as parents, staff, Pastoral Care team, and SLT). • Provides Counselling that is appropriate to identified student needs and is consistent with the Special Character (moral teachings of the Catholic Church are upheld). • Is accessible to students, parents and staff. • Meets with students, families and outside agencies (when appropriate). • Acts as a mediator as and when required. • Organises group counselling sessions (e.g. grief, bullying etc) when appropriate. • Refers cases needing specialist assistance to the appropriate agency (at the earliest opportunity). • Offers counselling and support to students that have been suspended / stood down. • Is pro-active in delivering guidance, support and / or resources to assist with the pastoral (welfare) needs of students to ensure their academic and social progress. |
| Liase with staff /outside agencies | <ul style="list-style-type: none"> • Liaises with outside agencies as may be required for the benefit of students, parents and staff. • Meets and reports regularly to the Director of Pastoral Care, Pastoral Care Team on students at risk / pastoral care issues. • Reports to the Director of Pastoral Care, the progress made with students suspended / stood down (within the bounds of confidentiality). • Advises the Principal and Director of Pastoral Care of guidance concerns • Ensures that members of the Pastoral Care Team are appraised of matters that may affect the delivery of their services, notwithstanding the overriding respect for client confidentiality. |
| Relevant Education Programmes | <ul style="list-style-type: none"> • Develops and presents guidance related training programmes to meet the various needs of staff and students. |

| | |
|---------------------------------|---|
| | <ul style="list-style-type: none"> Provides support for staff who wish to develop their skills in the planning and facilitation of these programmes. |
| Administration | <ul style="list-style-type: none"> Maintains an effective record keeping system (counselling log / contact details etc) keeping relevant statistics Maintains up-to-date files of current guidance / pastoral information (e.g. support agencies, mental health, behavioural and other appropriate reference material). Provides input into policy making where appropriate. Prepares an annual report at the end of each year. |
| Professional Development | <ul style="list-style-type: none"> Undertakes regular and appropriate supervision. Undertakes appropriate professional development in order to keep abreast of current professional practices. |
| General | <ul style="list-style-type: none"> Takes timetabled classes (negotiable). Fulfils and meets the Code of Professional Responsibility and Standards for the Teaching Profession as set out by the Teaching Council. |