



POSITION DESCRIPTION

POSITION:	Relief School Counsellor
REPORTING TO:	Principal
DIRECT REPORTS:	Nil
LOCATION:	Karori, Wellington, New Zealand
DATE	May 2026

POSITION PURPOSE

Relief School Counsellor

The School Counsellor is primarily responsible for providing support through a range of strategies to students from diverse backgrounds, addressing personal, social, and academic concerns. They will work collaboratively with students, staff and whānau to create a positive learning environment. The School Counsellor reports to the Head of Middle School/Hauora Lead.

Knowledge/Qualifications/Experience

Appropriate qualification, working within the NZAC Code of Ethics
Previous experience in counselling role working with children and adolescent age group

Skills

- Demonstrate up to date knowledge of research around adolescent mental health
- Ability to communicate in a timely and effective manner with students, staff and whānau
- Ability to observe confidentiality
- Ability to build trust with individuals and teams
- Ability to work collaboratively and respectfully alongside others
- Empathy with the special character of Marsden School

Position Responsibilities

- To provide a confidential counselling service to students, staff and whānau
- To support, advise and mentor staff, working collaboratively with the deaning and hauora teams in particular
- To actively model the school values
- To advocate for students as appropriate
- To liaise with families and outside agencies as appropriate and necessary
- To act as a resource for the development of school wide pastoral programmes
- To act as a resource for the professional development of staff in areas of pastoral care
- To maintain secure and confidential records of counselling activities
- To confidently follow school systems and processes in administration of tasks
- To complete statistical analysis of counselling activities annually
- To engage in ongoing professional development to ensure best practice is maintained.

EMPLOYMENT TERMS

1. Remuneration:

Remuneration package will be negotiated depending on skills, qualifications and experience.

2. Hours of Work

This is a relief counselling role (current requirements 18 hours a week, Mon-Wed, 9.30am-3.30pm Term Time Only).

NOTE: Candidates will be required to undergo safety checking as a condition of their employment.