

# TANGAROA COLLEGE

School Guidance Counsellor

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# TANGAROA COLLEGE

## application process

### 1. Method of application

Applicants should complete the application forms (personal profile) and enclose their curriculum vitae and evidence of current teacher registration/practising certificate.

Please note that applications must be received by the date specified in the advertisement at Tangaroa College, PO Box 61 476, Otara, Auckland 2023 (Haumia Way, Otara). Either by post, hand-delivered or emailed to [hr@tangaroa.school.nz](mailto:hr@tangaroa.school.nz).

Receipt of application information will be acknowledged by either post or email.

### 2. Referees

Candidates are to provide in their application form the names, addresses and contact details of three (3) referees.

### 3. Appointment process

The Principal will facilitate the appointment process.



# TANGAROA COLLEGE

## application for appointment

### IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the job description before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
  - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
  - You have paid any fine or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible please contact the Ministry of Justice.

6. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

# application for appointment

Position applied for: \_\_\_\_\_

## personal information

**Title:** Mr Mrs Ms Miss Other (please specify) \_\_\_\_\_  
*Please circle one*

**Full name:** \_\_\_\_\_  
*Surname* *First name(s)*

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
*Private* *Business*  
\_\_\_\_\_  
*Mobile* *Fax*

**Email:** \_\_\_\_\_  
*Private* *Business*

**Nationality/  
Citizenship:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Are you legally entitled to work in New Zealand? *Please tick one* Yes  No   
*Where appropriate, please attach evidence of eligibility to work in New Zealand (e.g. copy of residence permit, work permit).*

**NZ Teacher  
Registration:** \_\_\_\_\_  
*Registration No.* *Registration Status*  
\_\_\_\_\_  
*Registration Expiry Date* *MOE No., if known*

Have you ever had your **Teacher Registration** cancelled, been deregistered or had conditions imposed or been refused Teacher Registration in NZ or Overseas Yes  No

## educational qualifications

**Last secondary level  
qualification:** \_\_\_\_\_

**Tertiary level  
qualifications:** \_\_\_\_\_

**Other relevant  
qualifications:** \_\_\_\_\_

**Specialist  
teaching subjects:** \_\_\_\_\_

## employment history

Please outline most recent employment history, beginning with current or latest employment.

<i>From</i>	<i>To</i>	<i>Employer</i>	<i>Position</i>	<i>Immediate Supervisor</i>	<i>Contact Details (if not used as referee)</i>

Are you currently or have you ever been under disciplinary or competence procedures in any previous positions?

Yes  No

For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purpose of reference checking?

Yes  No

## medical/health information

Have you had any injury or illness that may affect your ability to effectively carry out the duties and responsibilities of this position? If yes, please describe:

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Yes  No

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? If yes, please detail:

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Yes  No

Do you have any other known conditions that may affect your ability to carry out the duties and responsibilities outlined in the job description? If yes, please provide details:

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Yes  No

Do you smoke?

Yes  No

*I understand that false information given in relation to my health history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.*

## offences against the law

Have you ever been convicted of any criminal offence?  
*(convictions that fall under the Clean Slate Scheme do not have to be disclosed—please see page 7)*  
If yes, please provide the date and details of the offence and any penalty imposed, together with any comments you may wish to make.

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Yes  No

Have you ever received a police diversion for an offence? If yes, please detail:

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Yes  No

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?  
If yes, please detail:

Yes  No

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Are you awaiting sentencing or do you currently have charges pending?  
If yes, please state the nature of the conviction/cases pending:

Yes  No

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In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If yes, please elaborate:

Yes  No

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**Please note:**

- You may be asked to provide a copy of the relevant court record(s) obtained from the police, and the Board reserves the right to contact authorities to verify any claim made.
- Failure to provide correct and true details on any conviction or other reason for possible unsuitability will make you liable to dismissal from the employment of Tangaroa College Board of Trustees, should you be the successful applicant.

# referees

Please provide the names and contact details for three (3) referees, one of whom is a BOT member and/or principal with whom you have worked. At least one of your referees should be able to attest to your work performance. For ease of contact, it is preferred that referees currently reside in New Zealand. *If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.*

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## Referee 1

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

*Private*

*Business*

\_\_\_\_\_  
*Mobile*

\_\_\_\_\_  
*Fax*

**Email:** \_\_\_\_\_

*Private*

*Business*

**Relationship to Applicant:** \_\_\_\_\_

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## Referee 2

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

*Private*

*Business*

\_\_\_\_\_  
*Mobile*

\_\_\_\_\_  
*Fax*

**Email:** \_\_\_\_\_

*Private*

*Business*

**Relationship to Applicant:** \_\_\_\_\_

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## Referee 3

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

*Private*

*Business*

\_\_\_\_\_  
*Mobile*

\_\_\_\_\_  
*Fax*

**Email:** \_\_\_\_\_

*Private*

*Business*

**Relationship to Applicant:** \_\_\_\_\_



## declaration

### Part A

I, \_\_\_\_\_ (full name) consent to the school seeking verbal or written information on a confidential basis about me from representatives of my former employers and/or referees, and authorise the information sought to be released to the Board of Trustees and the Appointments Committee of Tangaroa College, for the purpose of ascertaining my suitability for the position for which I am applying. I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

### Part B

I, \_\_\_\_\_ (full name) authorise the Board of Trustees of Tangaroa College and its Appointments Committee to make any reasonable enquiries concerning my background to assist in assessing my suitability for the position for which I am applying.

### Part C

I, \_\_\_\_\_ (full name) declare that to the best of my knowledge and belief the information provided in this application, and in any curriculum vitae enclosed, is accurate. I understand that if any false or misleading information is given or any material fact is suppressed or deliberately omitted, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my health history with regard to gradual process, disease or infection can result in my loss of entitlement for any compensation from ACC or the school's workplace insurer.

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*Signature*

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*Date*



## TANGAROA COLLEGE Job Description

Job Title: ***Guidance Counsellor***

Date: *July 2017*

Directly Responsible to: *Principal*

Functional Relationship with: *Students, all staff, guidance team, DPs, parents/guardians, wider school community, outside agencies involved in the provision of services (contracted and otherwise)*

### Primary Objectives:

1. To provide a high standard of support for students at Tangaroa College.
2. To facilitate student learning by assisting students to deal with factors that impact on their performance
3. To ensure adequate provision of services to support students socially, emotionally and mentally
4. To promote students' self-confidence and wellbeing
5. To maintain effective and productive working relationships with the senior leadership team, students, the guidance team and outside agencies involved in services accessed by Tangaroa College students



## TANGAROA COLLEGE

### Job Description: Guidance Counsellor

Key Performance Area	Key Tasks	Expected Outcomes
<b>Administration and Leadership</b>	Promotion of equity and safety within the school	<ul style="list-style-type: none"> <li>• Staff are encouraged to confront biased and/or unsafe behaviours, attitudes and ideas they may have</li> <li>• Students are encouraged to confront biased and/or unsafe behaviours, attitudes and ideas they may have</li> <li>• Systems, structures and processes in the school are safe and empowering for students, families and staff</li> <li>• Assists in policy development and review</li> <li>• Safety of staff and students is monitored</li> <li>• Tutor programme is supported and deans and DPs are assisted in ensuring successful implementation</li> <li>• Guidance meetings are attended, as required, and feedback given</li> </ul>
	The Leadership of the school is assisted	<ul style="list-style-type: none"> <li>• Guidance Counsellor is seen to be involved in the corporate life of the school</li> <li>• CG contributes to the management and leadership of the school by offering suggestions and assistance in order to promote good school morale</li> <li>• GC contributes to the management of the school by implementing school policies, charter requirements and the strategic plan</li> <li>• GC contributes to the development and implementation of strategic and operational plans and other requirements identified by the Senior Leadership Team (SLT)</li> <li>• Open lines of communication between GC , Principal and SLT are maintained</li> <li>• GC meets deadlines set for planning and reporting as required by SLT, MOE and other contracts and agreements the school is party to</li> <li>• GC is perceived to be positive and professional by outside businesses, institutions and agencies that come into contact with them</li> <li>• Relevant meetings are attended and key messages/information communicated to relevant parties</li> </ul>
	Effective networking occurs with local community groups and agencies	<ul style="list-style-type: none"> <li>• Involved, formally and informally, in local community groups and agencies that are directly involved with the school population such as CYPS and Whirinaki</li> <li>• Outside agencies and resources are used to empower and assist students and their families</li> <li>• Knowledge of services and resources available is up to date through regular contact with agencies and community groups</li> <li>• Liaison with additional individuals and agencies as requested by Principal and SLT</li> <li>• GC is available to meet with representatives of agencies eg. CYP, Police DHB etc.</li> </ul>
<b>Counselling</b>	Students and parents have ready access to an effective counselling service	<ul style="list-style-type: none"> <li>• Students develop awareness of the services and support offered by GC</li> <li>• Self- referred students are given an appointment to see counsellor</li> <li>• Confidentiality is maintained where appropriate</li> <li>• Staff/parent referred students are given appointment to see counsellor</li> <li>• Ongoing needs are met through follow-up and further referrals to additional agencies and services</li> </ul>
	At risk students re identified and offered safety and support	<ul style="list-style-type: none"> <li>• Consultation with and involvement of relevant outside agencies occurs</li> <li>• Referrals from staff are followed up to determine level of risk</li> </ul>

		<ul style="list-style-type: none"> <li>• Support groups are initiated where necessary</li> <li>• Counselling is made available to individuals and families</li> </ul>
	Supporting students with specific health needs including pregnant students	<ul style="list-style-type: none"> <li>• Liaison occurs with the school nurse, TPU and outside agencies as required</li> <li>• Families are given the opportunity to have counselling where appropriate</li> </ul>
	Supporting staff with issues impacting on their work where appropriate	<ul style="list-style-type: none"> <li>• Involved in formal and informal meetings with staff members</li> <li>• Available for support of staff members or individual counselling where appropriate</li> </ul>
<b>Professional development and supervision</b>	Guidance counsellor is knowledgeable and well supported	<ul style="list-style-type: none"> <li>• Full membership of NZ Association of Counsellors</li> <li>• Regular professional supervision takes place</li> <li>• Attends necessary in-service and training courses to maintain knowledge about current professional practice</li> <li>• Attends weekly meetings with principal</li> </ul>
	Staff have opportunities to develop pastoral support skills	<ul style="list-style-type: none"> <li>• Information about relevant professional development courses and workshops is distributed</li> <li>• Staff have opportunities to discuss issues and solutions with GC</li> </ul>
<b>Special Programmes</b>	Special programmes that meet the social and emotional needs of students are run in the school	<ul style="list-style-type: none"> <li>• Programmes (such as peer support, travellers etc.) are detailed and proposed to guidance network and principal</li> <li>• Planning and training takes place</li> <li>• Clear communication of organisation takes place with all relevant staff</li> <li>• Programmes are implemented successfully</li> <li>• Students are supported in their participation in the programme and wider school</li> <li>• Evaluation takes place at conclusion and recommendations are made for next time</li> </ul>
<b>Finance</b>	Accurate financial records are maintained and approved expenditure is within the allocated budget	<ul style="list-style-type: none"> <li>• An annual budget is prepared and submitted to the principal</li> <li>• An amended budget is prepared once budget amount is approved</li> <li>• Accurate financial records are kept</li> <li>• Ability to remain within the yearly budget is apparent</li> <li>• Appropriate administrative and accounting procedures are followed for ordering and purchasing goods, record keeping, expenditure approval, submission of invoices and checking monthly budget printouts</li> </ul>
<b>Resources</b>	Resources appropriate to guidance programmes and projects are developed and maintained	<ul style="list-style-type: none"> <li>• Resources are effectively managed and accounted for (as per the requirements detailed in the Tangaroa College HOL Handbook)</li> <li>• Resources link clearly to the programmes the GC is responsible for.</li> <li>• A variety of resources are available to cater for individual and groups needs</li> </ul>