



25 July 2023

Thank you for your interest in the advertised vacancies for 2023 for Hamilton Christian School.

How to apply:

The following needs to be submitted by Monday, 14 August 2023.

Please send the following information by email to vacancies@hamiltonchristian.school.nz

1. Covering letter
2. Curriculum Vitae
3. Completed application form
4. Referee responses – Referee response forms are in the format of a [google form](#) - please send the link to your referees and have them complete the form by Monday, 14 August 2023.

Recruitment process timeline:

Advertising begins:	25 July 2023
Referee forms due:	14 August 2023
Applications close:	14 August 2023, 4:00pm
Shortlisting and referee checks:	14 August 2023
Interviews:	tbc

Application checklist:



- Completed all sections of the application form and responses to the key questions have been completed.
- Completed three referee contact details and have forwarded the link of the [google form](#) to your referees to complete.
- Included a Curriculum Vitae
- Please send a scanned pdf copy of the application to vacancies@hamiltonchristian.school.nz

Yours sincerely
Barbara Haefele
Principal's PA



Advertisement: School Counsellor

Hamilton Christian School, a coeducational Y1–13 state-integrated Christian school, has a vacancy for a suitably qualified and experienced counsellor to join their team. **Please note that this role is not a teaching role but rather a support staff member and as such we are not looking for a qualified teacher but rather a qualified counsellor.**

We seek applicants who are passionate, qualified counsellors to provide counselling services to our students. Who will collaboratively with our pastoral and hauora teams. Experience in liaising with and developing strong relationships with external agencies, professionals that support young people is essential.

Applicants must be fully qualified and registered counsellors with the appropriate organisation, e.g. NZ Association for Counsellors (NZAC) or Member of NZ Association for Christian Counsellors (NZCCA)

The successful applicant will need to subscribe to and uphold the special Christian character of the school as a condition of appointment.

This is a permanent full-time role however, we are open to employing two part-time roles which will make up one full time role. School terms only, hours being 40 per week worked Monday to Friday 8.00am – 4:30pm. Start date – as soon as possible after interview.

Only applicants who can legally live and work in New Zealand, with either an NZ residency or work visa and current NZ Teacher registration, will be considered.



ANCILLARY STAFF APPLICATION FORM

Note: Please attach additional sheets where necessary.

Personal Details:

Full Name:	
Address:	
Email:	
Mobile Number:	
Date of Birth and Birthplace:	
Nationality:	
Marital Status:	
Working Status	NZ Citizen <input type="checkbox"/> Work Permit <input type="checkbox"/> Residence Permit <input type="checkbox"/>

Education and Work Experience:

	Years attended	Qualifications gained
Secondary		
Tertiary		

What other qualifications do you have?

Do you have a current First-aid certificate?

Are you presently employed? Yes No

If yes, please state where and your current position.

List employment positions held: (continue overleaf if required)

Health:

Please comment on your physical and emotional fitness for the position.

Faith and Life:

When did you become a Christian?

What does Jesus mean to you personally?

Which church do you attend?

What are your personal habits of prayer and Bible study?

What part do you take (or have you taken) in the life of your church?

What interest do you have in the activities of your community, and to which organisation of a civic, political or community nature do you belong?

General

If accepted, when would you be able to commence work?



JOB DESCRIPTION:

School Counsellor

Version dated: 25 August 2022

Position Title	School Counsellor
Reports to	Principal
Working Relationships	Internal: Deputy Principal, Assistant Principals, Heads of School, Deans, SENCO and all other staff members

Purpose of the position

Hamilton Christian School recognises that there is a distinct difference between educators who are Christian and Christian Education.

As a teacher at Hamilton Christian School you will live out the school's motto of Acting justly, Loving Mercy and Walking Humbly with our God. This difference will be manifest through your pedagogy, planning and service to the school, students, parents and other staff members.

As a member of the Guidance Department, the Guidance Counsellor provides a comprehensive guidance program that meets the needs of pupils at Hamilton Christian School. Counsellors promote and enhance academic, personal, behavioural and social development of pupils.

Tasks and Duties: These include but are not limited to:

- 1) Conduct counselling sessions in response to identified needs of individuals and groups of pupils.
 - a) Use a variety of counselling and guidance techniques to help pupils find solutions to their educational difficulties and/or handicaps, personal-social problems related to family and school relations, peer relations, and emotional adjustment. This counselling may occur on a one-to-one basis, in small groups, and/or in classroom situations.
 - b) Guide pupils in learning and living the Christian faith.
- 2) Consult with and serve as a resource for staff and parents regarding the developmental needs of pupils.
 - a) Facilitate meetings with teachers, pupils, and parents.
 - b) Provide support and professional assistance to teachers at Hamilton Christian School regarding issues of emotional, academic, and behavioural development of children.
 - c) Conduct or provide opportunities for parent education programmes.
 - d) Model godly behaviour with pupil, parent, and colleague interactions.
- 3) Refer pupils and their parents to community agencies, programmes, or specialists as appropriate.
 - a) Maintain a comprehensive list of district and community resources.
 - b) Consult with community agencies as appropriate.
- 4) Participate in the evaluation and revision of the school guidance programme.
 - a) Review annually the guidance programme.
 - b) Participate in developing a budget to support the guidance programme.

- 5) Fulfil professional responsibilities.
- a) Maintain confidentiality.
 - b) Maintain records consistent with ethical and legal guidelines.
 - c) Participate on the school Crisis team.
 - d) Perform responsibilities in an organised, accurate, timely and dependable manner.
 - e) Attendance at School Guidance meetings where possible.
 - f) Operate within Ministry of Education Guidelines and school procedures and policies.
 - g) Provide support for other school programmes and personnel.
 - h) Keep informed of current professional trends.
 - i) Utilise computers effectively in the performance of assigned duties and responsibilities.
 - j) Pursue professional growth.
 - k) Is committed to the philosophy of Hamilton Christian School in particular and to Christian education in general.

Minimum Qualifications

Education: Degree (preferred) or Diploma in the field of Counselling.

Member of NZ Association for Counsellors (NZAC) or Member of NZ Association for Christian Counsellors (NZACC)

Please note: Aspects of this job description may change or evolve depending on the successful applicant, the nature of the role, and the department's needs.



Hamilton Christian School - Statement of Faith

I believe in:

- a) The Unity of the Father, the Son and the Holy Spirit as the Godhead.
- b) The Sovereignty of God in creation, revelation, redemption and final judgment.
- c) The Divine inspiration, inerrancy and trustworthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
- d) The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
- e) The Deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present mediatorial work and His personal return in power and glory.
- f) Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ, the Incarnate Son of God and received by the grace of God through faith alone.
- g) The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting them repentance towards God and faith in Jesus Christ.
- h) The indwelling and sanctifying work of the Holy Spirit in the believer.
- i) The bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- j) The one holy universal Church, which is the body of Christ, to which all true believers belong and in which they are united through the Spirit.

Please tick to confirm acceptance of the following statements before signing this application.

- I agree with the above Statement of Faith.
- I believe the information I have supplied in this application is true and correct to the best of my ability.
- I hereby apply for the staff position as indicated in the application title.
- I give my permission for the Board of Hamilton Christian School or their representatives to make enquiries of referees and/or past or present; employers, colleagues or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.
- I have never been charged with an offence that would impact on my suitability to work with children or young persons.

Applicant's Signature: **Date:**

Applicant's Full Name (please print):