

Guidance Officer

Mr John Vaughan - Guidance Officer. Location: ground floor of the school administration building. Contact the school (0740515788) or at guidance.officer@trinbayshs.eq.edu.au .

Role Description

The Guidance Officer provides:

- counselling and advice on personal issues,
- resources and advice on careers and courses,
- personal development and mental health issues,
- support in behaviour management of students and advice to parents.

Students may self refer or be referred by parents, teachers or members of the administration. The Guidance Officer is able to extend beyond the teacher role and handle sensitive situations in a confidential manner. She also maintain links with and can refer to outside agencies.

Areas of Operation

The role of a Guidance Officer is very broad and they are involved in many areas. Some of the common ones are:

- Personal counselling
- Assisting with behaviour management
- Study skills development
- Ascertainment of students with special needs
- Career counselling and advice
- Course information
- Overseeing tertiary applications through QTAC
- Information on jobs and how to get them

Accessing Services

Students may make appointments directly with the Guidance Officer at her office. Parents may phone to either make an appointment or to speak to the Guidance Officer on the phone. If she is not available, a message can be left at the Office.