



GEE LONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	Psychologist/Counsellor
DEPARTMENT/CAMPUS:	Timbertop Campus
DATE PREPARED:	November 2024
STATUS:	Part time (1 to 2 days per week, Term time only)
REPORTS TO:	Head of Student Psychological Services

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high-level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in the Victorian Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

The main purpose of this position is to provide short-term psychological support services to students at Geelong Grammar School.

KEY RESPONSIBILITIES

The Psychologist/Counsellor is responsible for the following tasks:

1. Provide counselling to students as required.
2. Liaise with other multidisciplinary staff (including GP's, nurses and Geelong Grammar School staff, especially the Co-Heads of Boarding and Student Wellbeing), to coordinate student access to treatment and discuss treatment plans.
3. Maintain adequate records of clinical practice, both individually and in relation to student health files.
4. Participate in research and /or evaluative projects (such as Positive Psychology) aimed at improving /maintaining clinical practices and service delivery.
5. Actively participate in meetings focusing on student management and case consultation (Timbertop Health Centre meetings, Pastoral Care group, Head of House meetings, specific case meetings).
6. Maintain confidentiality with students, within legal and ethical requirements, and advocate on their behalf including parent / guardian communication when appropriate.
7. Ensure ongoing professional development and continuous improvement.
8. Collaborate with a team of medical professionals and Geelong Grammar School staff and lead case management teams as required.
9. Prepare reports as needed in reference to student mental health and the impact mental health issues may have on student academic and life circumstances.
10. To be "on call" to attend campus in case of psychological emergencies or consult by phone regarding urgent student situations.
11. Achieve wellbeing outcomes which demonstrate a high regard for the student and their family in the context of the overall Geelong Grammar School community.

ORGANISATIONAL RELATIONSHIPS:

The Psychologist/Counsellor reports to the Head of Student Psychological Services and works closely with a number of key contacts internal and external to the School:

Internal Liaisons

Students
Co-Heads of Boarding and Student Wellbeing
Heads of Campus
Deputy Head of Campus
Nursing and support staff
School Counsellors/Psychologists
Leadership Team
Administrative and support staff
Teaching staff

External liaisons

Parents/guardians and families
Relevant Government Departments
Medical and mental health providers

KEY SELECTION CRITERIA:

- Specialist knowledge of youth mental health and ability to form therapeutic rapport with young people.
- Advanced counselling skills and experience with a demonstrated commitment to ongoing professional development.
- Ability to demonstrate, from experience, an understanding and knowledge of the needs of young people in the Geelong Grammar School/ Timbertop environment.
- Ability to develop and foster collaborative working arrangements and strategic alliance with relevant service organisations.
- Possess knowledge of current psychology/counselling practices relevant to young people (in education and mental health) and ability to articulate theoretical bases for practice.
- Ability to be a team player within Geelong Grammar School and the larger educational community and work effectively with other professionals and organisations.
- Effective planning, problem solving, organisation and prioritisation skills.
- Excellent interpersonal and communication skills (both oral and written) and proven capacity to liaise with people at all levels (both within and outside the organisation) and maintain strict confidentiality where required.
- Demonstration of Courage, Compassion and Curiosity and the application of the Strategic Imperatives

Qualifications & Skills

- Relevant tertiary qualifications.
- Current Driver Licence.
- Must have a Victorian Working with Children Check (Employment).
- National Police Check
- Registration as a Psychologist or other mental health clinician will be highly regarded.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative, Adventure and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

WORKING WITH CHILDREN AND POLICE CHECK/NATIONAL POLICE CHECK:

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.