



# POSITION Description



## Psychologist

### POSITION DESCRIPTION

<b>Accountable to:</b>	Principal
<b>Line Manager:</b>	Head of Enhanced Learning
<b>Category:</b>	B, entitled to paid school holidays
<b>Classification:</b>	Education Support Level 5

St Patrick's College is a Catholic secondary school for boys in the Edmund Rice tradition. As a day and boarding school for boys in Years 7 to 12, we are proud of our rich tradition serving the educational needs of young men from Ballarat, Western Victoria and beyond since 1893.

Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of all students. This provides them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The College is committed to achieving excellence in all its forms.

St Patrick's aspires to be faithful to the Touchstones of a Catholic School in the Edmund Rice tradition; these touchstones are Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. St Patrick's College is an organisation committed to Child Protection and to the implementation of Child Safeguarding policies, procedures and practices.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional learning, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

#### **POSITION SUMMARY**

The Psychologist supports student wellbeing and learning success as a key member of the Wellbeing and Enhanced Learning Teams. The role focuses on conducting screenings, psychometric testing, and assessments to identify learning disabilities and related needs, providing evidence-based recommendations and support for students, families, and teaching staff. Working collaboratively across the College, this position contributes to a holistic approach to student wellbeing and learning, ensuring that assessments and interventions align with the College's commitment to inclusive and equitable education.

## **DUTIES AND RESPONSIBILITIES**

- Conduct comprehensive psychological assessments, including cognitive, academic, and socio-emotional screening, to identify learning disabilities and inform intervention planning.
- Prepare and deliver professional assessment reports and recommendations for students, families, and staff to support learning and wellbeing outcomes.
- Support the development of Educational Needs Assessments (ENA's) for students in Out of Home Care.
- Maintain accurate and confidential case records, including student registration, assessment documentation, case notes, closures, and archives.
- Maintain and manage QGlobal and QInteractive Pearson accounts, ensuring secure use and storage of all testing materials.
- Work collaboratively with the Enhanced Learning Team, Wellbeing Team, and teaching staff to implement assessment-informed interventions and strategies.
- Collaborate with staff on the implementation of intervention strategies for students and to facilitate learning in individual or small group settings.
- Act as a point of contact and coordination within the College for matters related to student wellbeing and psychological assessment.
- Initiate and contribute to case management meetings with students, families, and relevant staff as appropriate.
- Provide professional liaison and consultation to the Assistant Principal – Pastoral & Wellbeing and the counselling team regarding complex or high-risk students.
- Liaise with and follow up external counselling service providers and act as a point of contact for feedback.
- Work with various staff to support the College's wellbeing programs.
- Support the Wellbeing Team in responding to student crises when required.
- Prepare relevant reports, including statistical summaries and data, to inform planning and review processes.
- Meet with the Head of Enhanced Learning weekly to triage and collaboratively manage the Enhanced Learning Referral system.
- Participate actively in Enhanced Learning and Wellbeing Team meetings, sharing assessment outcomes, insights, and recommendations.
- Maintain AHPRA registration and comply with all associated professional, ethical, and legislative obligations.
- Engage in ongoing professional learning and supervision to maintain current knowledge of psychological assessment tools, contemporary practices, and intervention techniques.

## **Policies and Procedures**

The Psychologist must adhere to all relevant College policies and procedures, ensuring compliance with applicable legislative and regulatory requirements in the performance of their duties.

## **Child Safety**

The Psychologist will comply with the College's Child-Safeguarding Policy and Code of Conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The Psychologist will work collaboratively with the Principal and the Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA National Safeguarding Standards.

## **Occupational Health and Safety**

The Psychologist will contribute, as required to ensure the College meets its health and safety duties and obligations under the *Occupational Health and Safety Act 2004* (Vic). This includes supporting the Principal or their delegate in responding to critical incidents and ensure alignment with relevant health and safety policies.

## **Risk Management**

The Psychologist will ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures.

## **Other Duties**

The Psychologist will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

## **EXPERIENCE AND QUALIFICATIONS**

- Tertiary qualifications in Psychology (Masters level or higher)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA) and have a clinical or educational psychology background
- Completion of endorsement or registrar program and clinical experience in education, community or mental health settings would also be desirable
- Current Employee Working with Children Check, National Police Check, and relevant First Aid qualifications

## **KEY SELECTION CRITERIA**

The following Key Selection Criteria will be used in the selection and appointment of this role. Candidates are to provide a written response as part of their application.

1. Understanding of and demonstrated commitment to the Catholic ethos and tradition of the College, and its Four Pillars – Faith, Tradition, Excellence and Joy.
2. Relevant tertiary qualifications in Psychology with current (or eligible) AHPRA registration, and demonstrated experience in assessment, intervention, and supporting the learning and wellbeing needs of adolescents.
3. Demonstrated experience working with students with complex learning and behaviour needs and in developing proactive and strategies in collaboration with staff and families.
4. Demonstrated ability to work collaboratively with families, caregivers, external agencies, and colleagues as part of a multidisciplinary team with a student-centred focus.
5. Demonstrated knowledge and capacity to promote best practice and awareness in relation to child safeguarding, and other legislative requirements under MO1359.
6. Demonstrated capacity to fulfill the Duties and Responsibilities set out in the position description above.

## **STATEMENT OF COMMITMENT TO CHILD SAFETY**

St Patrick's College endorses, implements, and complies with the EREA Statement of Commitment to Child Safety.

St Patrick's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies, and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are paramount
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in the Child Safety Code of Conduct
5. The safety of children is dependent on the existence of a child-safe culture
6. Child safety awareness is promoted and openly discussed within our College Community
7. Procedures are in place to screen all staff, external education providers, contractors, and volunteers who have direct contact with children.
8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all College Advisory Council members, staff, and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College Community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
12. Children who are vulnerable have the right to special care and support
13. Children who have any kind of disability have the right to special care and support

## **EMPLOYMENT AT ST PATRICK'S COLLEGE**

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College
- Have knowledge/awareness of Occupational Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment