



# POSITION DESCRIPTION

## SCHOOL PSYCHOLOGIST

### POSITION OBJECTIVES

To deliver quality, coordinated, efficient and evidence based psychological and wellbeing services to students.

### KEY RESPONSIBILITIES

#### Leadership

- Demonstrate commitment to the College vision and mission
- Support and contribute to the promotion and implementation of the strategic directions of the College
- Exercise discretion and confidentiality in regards to information
- Collaborate with other relevant staff to maintain the highest professional standards and support for students
- Implement a culture of continuous review and improvement
- Establish and maintain a supportive school environment
- Have a broad knowledge of the life of the College

#### Service delivery

The College Psychologist delivers psychological interventions targeted at individual, group and school-wide levels. Responsibilities involve:

- Meet all obligations relating to Mandatory Reporting for children and young people
- Administer psychological assessments of mental health issues involving clinical measures, clinical interview skills, observations, and information from other sources
- Provide individual psychological therapy, using a range of evidence-based approaches
- Design, develop and deliver school-wide intervention programs in consultation with the Dean's, Deputy Principal and Head of Campus
- Facilitation of small group preventative and proactive programs for students (e.g., groups targeting social skills, anxiety, resilience building)
- Provide strategies and recommendations to students, staff and parents that impact positively on a student's engagement, function, safety and participation within the College
- Administer behavioural assessments of students and implement appropriate behaviour support interventions, strategies and plans.
- Refer students, parents and families to external professionals as required
- Triage student referrals to receive the appropriate level of intervention
- Consult and collaborate with parents, staff, external health professionals and service providers involved in the student's care in a sensitive, open and timely manner
- Respond in a timely manner to referrals
- Accurately record all service delivery activities (using Cliniko and the delivery manager)
- Provide regular feedback to the wellbeing teams on service delivery, including patters of student matters and whole school approach to responding
- Provide and facilitate professional learning and information for teaching staff, parents, and members of the College community as required

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## KEY RESPONSIBILITIES

<b>Contribute to the development of policies relating to psychological services</b>	<ul style="list-style-type: none"><li>• Maintain and update individual records, files and notes</li><li>• Ensure documentation and records are consistent with College policies and procedures</li><li>• Maintain confidentiality and accuracy of systems, records and referrals</li><li>• Exercise a high degree of professionalism and efficiency in report writing and case noting</li><li>• Collect and maintain practice related data (e.g., caseload demographics, referral reasons, outcome measures) to inform service delivery</li></ul>
<b>Relationship management</b>	<ul style="list-style-type: none"><li>• Ability to coordinate and participate in a multidisciplinary team</li><li>• Foster quality relationships with students, staff and parents</li><li>• Work closely with the Deputy Principal – Student Engagement, to ensure that programs align with all legislative requirements and meet College standards</li><li>• Support Child Safety matters in the implementation of MO1359 in partnership with the Director of Child Safeguarding</li><li>• Use consultative and collaborative approaches to problem solve, make decisions, develop and implement initiatives that promote student wellbeing</li><li>• Participate in Committees as required</li><li>• Meet regularly with the Director of Glendalough, Dean of Waterford, Dean of Senior School, Dean of Middle School and Heads of House with regard to student welfare concerns</li><li>• Provide prompt, accurate and professional response to students, staff and parents</li><li>• Maintain awareness of school community issues and events which may impact the school, and work with appropriate staff to help manage this</li></ul>
<b>Child safety</b>	<ul style="list-style-type: none"><li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li><li>• Assist in the provision of a child-safe environment for students</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li></ul>
<b>Professional development</b>	<ul style="list-style-type: none"><li>• Commit to ongoing professional development and registration as per AHPRA requirements</li><li>• Open to research areas of interest relevant to directions provided in the school's strategic plan</li><li>• Continue development of ICT skills as technologies evolve</li><li>• Be an active member of a relevant professional association</li></ul>
<b>General duties</b>	<ul style="list-style-type: none"><li>• Abide by the Staff Code of Conduct</li><li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li><li>• Attend school meetings, conferences and after school services/assemblies, etc. as required</li><li>• Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise</li><li>• The role reports to the Principal through the Deputy Principal – Student Engagement</li><li>• Other duties as directed by the Principal</li><li>• The College reserves the right to alter this position description as required to reflect emerging priorities</li></ul>

SELECTION CRITERIA	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the mission and vision of the College</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Relevant qualifications in Psychology</li> <li>• Full registration by the Australian Health Practitioner Regulation Agency</li> </ul> <p><b>Desirable other:</b></p> <ul style="list-style-type: none"> <li>• Experience working within a school environment</li> <li>• Endorsement in educational and developmental psychology or clinical psychology</li> <li>• First Aid Certificate</li> <li>• Experience providing culturally sensitive psychological services to adolescents of Aboriginal and Torres Strait Island background</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and the ability to cultivate credibility, respect and honesty</li> <li>• Presents a professional and positive demeanour and is a solution orientated person</li> <li>• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility</li> <li>• Demonstrates a respect for and acceptance of difference in students, parents and staff</li> <li>• Well-developed decision making skills and demonstrated ability to think strategically and analytically</li> <li>• Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community</li> <li>• Strong collaboration, conflict resolution, negotiation and persuasion skills</li> <li>• Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities</li> <li>• Ability and willingness to accept policy directives</li> </ul>