



## Penola Catholic College Position Description



<b>Position Title</b>	Psychologist
<b>Classification</b>	Education Support Category B Level 5 \$102,955 to \$113,653 (works school terms only)
<b>Employment Status</b>	Fixed Term Full Time (Maternity Leave Replacement)
<b>Reports to</b>	Principal, Deputy Principal – Head of Campus

### About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,400 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

### Position Objective

The Psychologist is responsible for the provision of assessment and counselling of individual students, referred to support the social, emotional, cognitive, behavioral and educational development of the student/s. The Psychologist provides both individual and group interventions with the aim of being proactive and preventive. The Psychologist is aware of the confidentiality and privacy of information for students. To ensure students educational and social emotional needs are met Psychologists must disclose where possible information to relevant staff members.

### Responsibilities and Accountabilities

- Meet with individual students referred by their parent, teacher, Year Level Co-ordinators, Heads of Campus or self-referred to the Student Services Department.
- Provide counselling to students by offering an individualised treatment plan.
- To refer students to appropriate external agencies (if appropriate / required) and to continue to case manage these students to ensure they are receiving ongoing support for school-related issues, when appropriate.
- To liaise with staff such as subject teachers, homeroom teachers, Year Level Co-ordinators, Co-ordinator of Students, Head of Campus, and Principal about individual students. Communication should be provided in Student Wellbeing Meetings, one-on-one discussions, email and phone calls.
- To increase awareness, understanding and skills of staff in the school community on issues relating to students' mental health, and wellbeing including primary prevention and early intervention.

- To provide leadership and support in the identification of emerging wellbeing issues and support with regards to establishing appropriate prevention and intervention measures.
- Undertake cognitive assessment, educational assessment and mental health assessment of students as required.
- Liaise with parents where appropriate.
- Provide information to staff as necessary about specific students or programs.
- Liaise with Student Wellbeing Officer regarding support programmes for students.
- Ability to lead group student wellbeing / social skills and other programmes when appropriate.
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
- Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager)

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### **Experience and Qualifications**

- Ability to complete cognitive and educational assessments using appropriate instruments.
- Ability to prepare psychological reports as requested by the College and outside agencies
- Degree in Psychology (or equivalent).
- Registered with the Psychology Board of Australia.
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.
- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely
- Undertakes finely detailed work in a precise and accurate manner
- Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- Proactive and self-starting, taking responsibility for own actions
- Experience in Microsoft Office Suite, Outlook and Synergetic desirable.
- Accepts new and different situations as a matter of course and effectively meets new challenges
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use
- Be able to do repetitive and/or menial tasks when required.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others
- Hold a current Working with Children Check and Police Record Check
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

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### **Additional Information**

#### *Annual Review Meetings*

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving

- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

### *Meetings*

Attend staff meetings and other meetings as required.

### *Professional Learning*

Relevant professional learning can be accessed with the approval of the Business Manager

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## Employee Obligations

### *Policies*

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

### *Child Safety*

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

### *Occupational Health Safety*

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.