



## St Catherine's School

# POSITION DESCRIPTION SCHOOL PSYCHOLOGIST

Department	Student Wellbeing	Reports to	Deputy Principal
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	<b>School Values:</b> Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering <b>integrity</b> . She approaches both her work and the world around her with a sense of <b>curiosity</b> . She will always <b>persevere</b> , even when the path ahead seems challenging. She displays genuine <b>empathy</b> and <b>gratitude</b> at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

### Introduction

The School Psychologist is responsible for the provision of counselling support to students to support their psychological, emotional, and physical wellbeing. They will work closely with Support staff to support the students, staff, and their families. The School Psychologist is involved in the development and implementation of programs and policies that foster resilience in students and will be integral in the provision of psychological support in response to crisis management needs and consultancy to teaching staff regarding ongoing student wellbeing concerns.

It is expected that all staff at St Catherine's will embrace the School intents, particularly in regard to the School's values and traditions and the development of a culture of continuous improvement and commitment to excellence. It is expected that in all dealings with the School community, including staff, parents, students, suppliers and members of Council, the Psychologist will present a highly professional, friendly and responsive attitude.

## SPECIFIC RESPONSIBILITIES

### Psychology Service Provision

- Provide individual and group counselling services and liaise and support families as appropriate.
- Provide short to medium term individual counselling and therapeutic interventions for students.

- Conduct classroom observations of students as required.
- Refer individual psycho-educational, behavioural, and vocational assessments, as requested.
- Undertake social/emotional and behavioural assessments of students.
- Provide a referral service for educational assessment as required.
- In conjunction with Heads of Year and teaching staff, identify students in need of support.
- Managing the wellbeing of students, parents, and staff with respect to crisis management issues that may arise.
- Assist with the identification of students with special learning needs whether gifted or support and liaise with the Deputy Principals, Head of Junior School and Head of Learning Plus in the identification of these students.
- Provide support, advice and guidance to teaching staff on issues pertaining to emotional wellbeing of students including the discussion of strategies to implement and/or possible courses of action to achieve desired outcomes.
- Provide a consultancy service to staff and parents on matters of behaviour management and interpersonal skills development of students.
- Liaise with outside agencies to co-ordinate case management, pass on appropriate information to school staff, and refer students to outside professionals.
- Respond to Critical Incidents as requested by Senior Staff, particularly in providing and/or coordinating counselling and debriefing and maintain ongoing monitoring of the incidents.
- Initiate and provide information to staff and parents about specific and topical issues, including relevant wellbeing programs, and contribute to blue ribbon articles.
- Attend and present at Student and Staff meetings as required.

## Compliance and Operations

- Maintain accurate, confidential student files.
- Ensure the School remains compliant with regulatory requirements and benchmarks pertaining to mandatory reporting, counselling services and duty of care.
- Address pastoral care issues with the Principal, Deputy Principal, Head of Junior School and Heads of Year and of Boarding Services so as to promote healthy social and emotional development of students.
- Assist the Learning Plus team in planning educational programs for individual or group needs including applications to ISV for funding.
- Assist with Special Entry Access Scheme (SEAS) and special exam conditions applications.
- Upskill staff through professional development activities related to student and staff health and well being.
- Assist in the organisation and delivery of classroom workshops and presentations for students on topics related to student wellbeing as required.
- Attend Parent Information Sessions, presenting relevant issues as required.
- Assist the Heads of Year and Head of Boarding with programs targeting the transition and welfare needs of International students.
- Act in accordance with the ethical and professional guidelines outlined by the Psychology Board of Australia.
- Liaise with external medical and welfare professionals as required.
- Assist and contribute to child safe standards meetings and policy development/ implementation, working in collaboration with Directors of Senior Years and Middle Years and Head of Junior School.

## Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Fulfil the role of Child Safety Champion.

## KEY SELECTION CRITERIA

- Experience within the school education sector will be a distinct advantage.
- Be fully registered as a Psychologist with the Psychology Board of Australia.
- Eligibility for membership of the Australian Psychological Society.
- Psychology Board of Australia approved supervisor.
- Possess relevant Psychology Qualifications.
- Ability to conduct specialist assessments of cognitive, emotional, and behavioural needs.
- Be able to work effectively with students and their families and apply a range of interventions appropriate for different issues and group interventions.
- Be cognisant of ethical, legal issues, confidentiality, informed consent, referral pathways, case note documentation and security.
- Thorough understanding of current Child Safety legislation.
- Be willing to work with the School Leadership team and learning support staff.
- Possess excellent interpersonal and communication skills and be able to communicate clearly and effectively with students, parents, and staff.
- Previous experience in Crisis Management.
- Ability to work and contribute productively to a team situation.
- Ability to be proactive and take initiative.
- Highly developed organisational skills.
- Willingness to uphold the ethos and Values of the School at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. It is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent. The expectations outlined in this document also serve as a reference point to support ongoing feedback, role clarity, and professional growth.

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