

# POSITION DESCRIPTION

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## Senior Psychologist – Team Leader

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

### MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the  
fullness of life”  
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Senior Psychologist – Team Leader will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Senior Psychologist – Team Leader will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

### PURPOSE OF POSITION

The Senior Psychologist – Team Leader provides clinical leadership, strategic direction, and day to day operation of the counselling services at John Paul College. Working collaboratively with staff, parents/guardians, the wider school community and school leadership, the role promotes student engagement, progress, achievement, and mental health and wellbeing through preventative programs, counselling services, and whole-school capacity building.

The role balances direct clinical work with complex and high-risk students alongside leadership of the Counselling Services team, oversight of complex case management, service development, and system-level impact. Appointed by and responsible to the Principal through the Director of Inclusion and Wellbeing, the Senior Psychologist – Team Leader fosters a collaborative, inclusive culture that ensures high-quality, evidence-based support for students with diverse needs.

### ROLE OVERVIEW

The Senior Psychologist – Team Leader will:

- Lead and oversee the delivery of counselling services across the College
- Provide clinical expertise in the assessment and support of students with complex needs
- Manage referral, triage, and allocation processes to ensure timely and appropriate support
- Build staff capacity through consultation, professional learning, and whole-school initiatives
- Contribute to a coordinated, preventative, and responsive wellbeing framework
- Comply with MACS and school policies, procedures, and service standards; MACS child safety obligations; and Protecting Children: Mandatory reporting and other obligations
- Align the direction and work of the Counselling team with the School Improvement Plan and Annual Action Plan

### RESPONSIBILITIES AND SPECIFIC DUTIES

#### 1. Clinical Practice

- Conduct psychological and educational assessments
- Provide targeted intervention for complex and high-risk students
- Lead case formulation and multidisciplinary planning
- Contribute to risk assessments and safety planning

## 2. Leadership & Team Management

- Lead and supervise the Counselling Services team
- Allocate referrals and monitor caseloads
- Support professional development and performance
- Ensure consistent and ethical practice

## 3. Service Development & Systems

- Develop and refine service models and triage systems
- Monitor demand and adjust delivery
- Use data to inform planning and improvement
- Ensure compliant record keeping

## 4. Consultation & Capacity Building

- Provide consultation to staff and families
- Deliver professional learning
- Support early intervention and prevention

## 5. Collaboration & Stakeholder Engagement

- Work with leadership and external providers
- Maintain family partnerships
- Contribute to multidisciplinary teams

## 6. Critical Incident & Risk Management

- Lead responses to critical incidents
- Support staff managing risk
- Ensure appropriate documentation

## 7. Professional & Ethical Practice

- Maintain AHPRA registration
- Adhere to ethical and legal standards
- Engage in supervision and professional learning (supplied by the College).

This role is subject to ongoing review and may include other related duties as required by the Principal to meet the needs of John Paul College.

## KEY SELECTION CRITERIA

### Clinical Expertise

- Experience in assessment and intervention
- Strong case formulation and risk assessment skills

### Leadership & Supervision

- Experience leading or supervising staff
- Ability to manage workload and guide practice

### Systems & Service Delivery

- Experience in service models and triage systems
- Ability to use data to inform decisions

### Collaboration & Communication

- Strong interpersonal and consultation skills

### Inclusive & Trauma-Informed Practice

- Understanding of inclusive and trauma-informed approaches

### Professional & Ethical Practice

- Strong ethical understanding and commitment to development

### QUALIFICATIONS & REQUIREMENTS

- AHPRA registration
- Relevant postgraduate qualifications
- Working with Children Check
- Experience in an educational setting is preferred along with a demonstrated understanding of the implications of being a psychologist in a Catholic School.
- Endorsement as an Educational Psychologist (desirable).

### CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- 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
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

### APPRAISAL/REVIEW CONDITIONS

- The Senior Psychologist – Team Leader is required to undertake formative appraisal processes from time to time, as indicated by the Principal in addition to the Annual Review process

### REPORTING RELATIONSHIPS

**REPORTS TO:** Director – Inclusion & Wellbeing

**ASSOCIATED RELATIONSHIPS:** Principal, Deputy Principals, Head of Students 7-9, Head of Students 10-12, Director of College Organisation and other positions as appropriate.

### POSITION CLASSIFICATION

Ongoing Position	<b>START DATE</b>	TBC	<b>FULL TIME</b>	8.00am – 4.06pm
This role is classified as a Category B, Level 5 with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended.				
Must hold valid employee Working with Children check and relevant qualifications as stated above.				

### Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All educational support staff must hold a current valid employee Working with Children check.