



POSITION DESCRIPTION

COLLEGE PSYCHOLOGIST

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION OUTLINE

The College Psychologist role is an ongoing part-time position at 0.6 FTE, ideally worked across four days per week.

The College Psychologist is responsible for delivering high-quality psychological services throughout the College that are developmentally appropriate, evidence-based, and focused on supporting the psychological, emotional, and physical wellbeing of students. The role also supports student learning and safety while operating within a clearly defined school-based scope of practice.

Working closely with the Head of Psychological Services, the College Psychologist helps promote wellbeing across the College community and collaborates with families, staff, and students to enhance student engagement and educational outcomes, strengthen resilience, and support students' social and emotional development.

REPORTS TO: Deputy Principal

KEY PERFORMANCE EXPECTATIONS

Direct Student Support

- Coordinate the delivery of Psychological Services within a designated part of the College community, working under the direction of the Head of Psychological Services.
- Collaborate with the Head of Psychological Services to manage caseloads across the College, with the distribution of responsibilities guided by presenting need, capacity, and continuity of care.
- Plan and implement short-term, goal-focused, evidence-based psychological support and intervention for students within a school context.
- Support students, families and staff experiencing emotional, behavioural, social or learning-related difficulties impacting school engagement.
- Engage in neuro-affirming, culturally aware and reflective practices at all times.
- Contribute to the development and review of student wellbeing support plans and reasonable adjustments in collaboration with Heads of School, Heads of Year/Section and Support Education staff where required.
- Maintain accurate, confidential and compliant case records, files and notes in line with professional, legal and school requirements.
- Participate in risk identification, assessment and management in collaboration with the Head of Psychological Services and Heads of School.
- Facilitate referrals to external psychologists, allied health professionals and community services where student needs exceed school-based support, working collaboratively to support continuity of care.
- Respond to crisis situations and provide appropriate support to the College community.



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Consultation and Collaboration

- Provide consultative advice to teaching and wellbeing staff regarding classroom strategies, reasonable adjustments and psychologically informed approaches to support student learning, behaviour and social-emotional needs.
- Clearly communicate intervention strategies and case management information to staff, students and families.
- Maintain regular communication and work with the Head of Psychological Services, Heads of School and Heads of Year/Section regarding student wellbeing, case management, implementation of psychologically informed strategies both within the classroom and across the College.
- Liaise with parents, staff, external professionals and agencies (external psychologists, allied health professionals and or other community services) to ensure coordinated care and appropriate case management.
- Participate in multidisciplinary planning, case conferences and discussions with relevant wellbeing, pastoral and support staff.
- Prepare professional reports, documentation and correspondence as required.

Wellbeing Promotion and Proactive Prevention across the College

- Actively contribute to the pastoral leadership team within the relevant sub-school.
- Contribute to the planning, design and delivery of social-emotional learning programs within the Thrive (Primary School), Link (Middle School) and Aspire (Senior School) curriculum where relevant to caseload allocation.
- Support the development and delivery of transition initiatives, pastoral programs, wellbeing events and proactive prevention approaches under the direction of the Deputy Principal and Heads of School.
- Provide professional learning, resources and information to build the capacity of staff, students and families to improve student learning, wellbeing and developmental outcomes.
- Work collaboratively with Heads of School, Heads of Year/Section, the Learning Leader of Journey and the Head of Psychological Services to embed wellbeing practices across learning, curriculum delivery and College wellbeing initiatives.
- Support the Head of Psychological Services in the delivery of information sessions and development of wellbeing related resources for the College's newsletters and online portals.
- Contribute to the development and review of relevant policies related to psychological health and wellbeing as required by the Head of Psychological Services and Deputy Principal.
- Inform Heads of School and the Head of Psychological Services of notable referral trends and recommend appropriate strategies.

Professional engagement

- Actively contribute to the culture and life of the College community.
- Attend relevant sub-school, faculty, administration and team meetings.
- Participate in College events, activities and community initiatives.
- Clearly articulate the role, scope and ethical boundaries of the College Psychologist to staff, students, families and the wider school community.
- Maintain awareness of College events or issues that may impact student wellbeing (e.g. NAPLAN, performances, exam periods and camps).
- Apply current evidence-based practice in responding to traumatic incidents and emergencies.
- Assist in the development and review of critical incident plans and policies.
- Provide individual and group support following critical incidents and liaise with external agencies where required.



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Other Duties

- As directed by the College Leadership Team or the Head of Psychological Services to support needs of the school and service.
- Contribute to school activities and initiatives as appropriate to therapeutic need.
- Work collaboratively with Heads of School, Heads of Year, Heads of Section and the Support Education Team (DPFC) to contribute to the College's annual NCCD processes and documentation requirements.

Child Safety

- Provide a safe and welcoming environment for all Billanook students and any young people who visit Billanook to engage in College approved activities.
- Promote the safety and wellbeing of children and young people to whom Billanook College provides services.
- Ensure that all interactions with students are positive and safe.
- Provide adequate care and supervision of all students, not only on the campus but whenever students are involved in Billanook College approved activities.
- Act as a positive role model at all times for students.
- Be aware and observant of key indicators of child abuse, neglect and harm with your students.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer. Follow the College guidelines Responding to Concerns about Child Abuse, Harm and Safety (available on MyConnect).
- Maintain valid VIT or WWCC (Employee) documentation.
- Report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment.
- Participate in Child Safety and Wellbeing training.

Occupational Health and Safety

- Participate in OHS related training.
- Adhere to Billanook College's OHS policies and procedures.
- Comply with instructions given for the health and safety of themselves and of others and adhere to safe work procedures.
- Actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards.
- Report all hazards, injuries, incidents and near misses via Complispace and to the Chair of the OHS Committee.
- Assist with workplace inspections.
- Co-operate with management in its fulfilment of its OHS legislative objectives.
- Take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation.

KEY SELECTION CRITERIA

Mandatory Qualifications, Registrations and Certifications

- Current full registration as a Psychologist with the Psychology Board of Australia (PsyBA), overseen by the Australian Health Practitioner Regulation Agency (AHPRA).
- Postgraduate qualifications in either Educational and Developmental, Counselling or Clinical



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- Current registration with the Victorian Institute of Teaching (VIT) or an Employee Working With Children Check (WWCC).
- Adequate Professional Indemnity Insurance as required by Australian Health Practitioner Regulation Agency & Psychology Board of Australia.
- Current first aid qualifications including Anaphylaxis Management and Emergency Asthma Management.

Professional Knowledge, Skills and Experience

- Supportive of the values of Billanook College and Independent School education.
- Previous experience as a psychologist working in school settings.
- A passion and sound understanding of whole-school, proactive psychological services and student wellbeing.
- Demonstrated ability to work autonomously whilst maintain a collaborative, consultative and professional style with an ability to exercise sound professional judgment in complex and sensitive situations.
- Strong interpersonal and relationship building skills with demonstrated ability to build rapport and interact effectively at all levels of the College.
- Ability to engage in inclusive, sensitive and reflective practices when working with Indigenous, culturally diverse, neurodiverse, disabled, and LGBTQIA+ students, families, members of staff and the wider College community.
- Excellent written, and oral communication skills with a high level of attention to detail and accuracy.
- Understanding of the Nationally Consistent Collection of Data (NCCD) yearly process.
- Sound understanding of best practice and the complexities of working in schools in relation to confidentiality, sharing of information and duty of care.
- Demonstrates initiative and strong problem-solving skills with a willingness and ability to improve processes and practices
- Skills in systems and processes to improve efficiency and effectiveness.
- Excellent planning and time management, with an ability to meet deadlines whilst managing several competing tasks.
- Comfortable presenting to large groups including staff, students and families.
- Sound knowledge of current OH&S legislation and guidelines and a commitment to ensuring a safe working environment.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the College's Child Safety and Wellbeing Policy and Code of Conduct.

TERMS AND CONDITIONS

This is a part-time position at 0.6 FTE, ideally over 4 days per week with 5 weeks of annual leave. The terms and conditions of employment are set out in the *Billanook College (Educational Services Staff) Enterprise Agreement 2023* and the *Educational Services (Schools) General Staff Award 2020*.

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety Policy and Code of Conduct, which are available on our website. Billanook College performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment. The screening process includes, but is not limited to, the



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checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.

Billanook College is committed to the principles of Equal Opportunity Employment and the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.