



Role Description

Head of Psychological Services

Department/Faculty	Psychological Services
Reports To	Principal via Deputy Principal Students
Location	Senior Campus
Type of Employment	The position of Head of Psychological Services is a full-time position, and the successful applicant will be required to work 38 hours per week, Monday to Friday onsite. During Non-Term Time you will be on call during your ordinary hours of work.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Wellbeing Services – Psychologist

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Head of Psychological Services is a member of the Pastoral Care Team. The purpose of the role is to act as a resource for Years 5-12 students in supporting their wellbeing.

Role Responsibilities

Psychological Services Leadership

- Lead the Counselling team and ensure the efficient management of the College's counselling services.
- Lead and observe confidentiality guidelines within the framework of the College's practice.
- Maintain budget and oversee all programs run by the counsellors employed by the College.
- In consultation with the People & Engagement team manage the recruitment, induction and performance of all counselling staff.
- Lead the implementation, review and analysis of data relating to pastoral well-being and develop intervention strategies and whole school responses in consultation with the Deputy Principal Students.



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- In consultation with Deputy Principal of Teaching and Learning and Deputy Principal Students, identify links or trends between wellbeing habits and academic performance. Use these trend lines and correlations to present to staff, students and parents' best practice on an evidence-based model.

Counselling Services

Identification

- Working closely with Counsellors, Heads of House, Heads of Division, Homeroom Teachers and the College Chaplains, to identify students "at risk" and to develop appropriate interventions for such students.
- Identifying and encouraging engagement of students who are uninvolved in mainstream school life.
- Assisting students to access psycho-educational assessment and implement strategies and recommendations.

Assistance

- Individual counselling of students.
- Assistance and counselling of parents with regard to their children.
- Provision of written reports to parents, students, and teachers as required.
- Assistance with the development and implementation of student welfare programs.
- Ability to conduct group programs across year groups.

Referral

- Management of ongoing referrals to outside agencies that can provide relevant support e.g. Adolescent Clinics, Hospitals, Psychiatrists, Clinical Psychologists, Paediatricians, Community Health Centres, DOCS.

Ongoing Student Support

- Establishment and maintenance of a follow-up system of students.
- Creation, management and maintenance of case records in an agreed manner, following school and legislated requirements of privacy.
- Involvement in student welfare network.

Other Duties

- Regular meetings with the Deputy Principal Students.
- Participation in committees e.g. Critical Incidents Committee.
- Liaison with key stakeholders including the College leadership team, Health Centre, Pastoral Care team, Learning Enrichment team, students and parents.
- Advise the College through in-depth knowledge of government legislation relating to Child Protection.
- Participation in regular supervision with a registered Psychologist.
- Mandatory reporting to the Principal.
- Be available to attend Parent/Teacher evenings and information sessions, as required.



Selection Criteria

- The Head of Psychological Services must be a Registered Psychologist with AHPRA and a member, or eligible to be a member of APS.
- Maintain registration through attendance at appropriate professional development as required by AHPRA, APS and the Psychology Board of Australia
- Be familiar with psychological and education assessment tools such as the WISC IV and other measures of cognitive ability
- Experience in an educational context and preferably boy's education
- Outstanding communication, especially with adolescent boys
- Sensitivity and empathy
- High ethical standards
- Experience in leading a psychology team
- Ability to foster strong, trust based relationships with psychology team, teaching staff, leadership and pastoral team to promote student wellbeing and psychological safety
- Lead, mentor, and support a multidisciplinary team of psychologists and wellbeing practitioners to deliver high quality, student-centred services
- Establish a collaborative team culture grounded in respect, reflection, professional growth and Jesuit values,
- Extensive knowledge of adolescent development and involving young people
- Self-motivation
- Encouragement and support for students and families in need
- Calmness and confidence
- Discreetness and confidentiality
- Professionally dedicated
- Ability to engender trust within the Riverview community
- Commitment to the improvement of the Counselling Service

The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.



ROLE DESCRIPTION

- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school

Safeguarding Children and Young People

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.