

## College Psychologist (Full Time Maternity Leave Replacement)

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Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

**Our school motto:** To Know Christ

**College Vision:** To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

**College Mission:** Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

### EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures, which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

### The Position

The Psychology and Counselling Service (PCS) is committed to the provision of quality psychological and counselling services to enhance students' personal, social and educational development. The PCS utilises a multi-tiered approach to provide services and intervention support at the College. Reporting directly to the Principal through the PCS Leader and the Deputy Principal - Students, liaising with the Director of Students and House Leaders, the College Psychologist is integral to the College-wide delivery of quality pastoral care and student wellbeing.

### Key Responsibilities and Duties

Psychological – To provide effective systematic student support services and programs to address student, College and system-wide needs

#### Tier 3 – Individual Student Support

- Provide brief individual interventions and counselling to students who have self-referred or have been referred by their House Leader. Treatment will be informed by evidence-based conceptual frameworks
- Undertake psychological assessments of mental health issues involving clinical measures, clinical interview skills, observations and information from other sources

- Use data and information from psychological and behavioural assessments to provide diagnosis, reporting and any follow-up intervention that may be required
- Undertake risk assessment and create safety management plans
- If qualified and when required, provide individual psychoeducational assessments and reports for identified students
- Provide consultation advice to teachers, House Leaders, Learning Diversity and Leadership concerning welfare and management of students who receive psychological support (as appropriate)
- Provide consultation to parents about their child's needs and the psychological interventions to address those needs (with the consent of the student and subject to age and maturity)
- Referring to and liaising with external providers and professionals
- Undertake safe, ethical and professional psychological practice by adhering to the APS Code of Ethics and guidelines at all times
- Commit to continual improvement using evidence-based strategies to improve student wellbeing, seeking ways to develop and share new ideas

#### Tier 2 – Group Intervention and Consultation Support

- Develop and facilitate small group preventative and early intervention programs for students, e.g. social skills, wellbeing and resilience groups (as required)
- Provide consultation advice to teachers, House Leaders, Learning Diversity and Leadership regarding students of concern and general mental health, psychological and wellbeing information
- Attendance at Wellbeing Meetings (as required)

#### Tier 1 – Broader College Services

- Maintain an awareness of school community issues and events which may impact the school, and work with staff to manage such issues
- Facilitate staff presentations that aim to build the capabilities of teachers and school leaders to support a whole school approach to student wellbeing and its connection to learning (when required)
- Provide evidence-based wellbeing/mental health information to the College community through a variety of mediums e.g. newsletters, Emmlink, social media
- Support the College in providing response and recovery strategies to school community members following a critical incident

#### Administrative - To administrate and oversee the running of the Psychology and Counselling Services offered at the College

- Maintain accurate and up-to-date electronic individual records, files and notes and ensure compliance with professional guidelines of record-keeping and confidentiality
- Write reports and professional letters
- Collection and maintenance of practice-related data, e.g. caseload demographics, outcome measures
- Positively and effectively participate as a team member of the PCS
- Attend regular PCS team meetings
- Meet regularly with the PCS Leader to provide updates on caseload and discuss appropriate actions

- Seek advice, work cooperatively with and refer students to specialist staff where required
- Comply with the PCS Guidelines and all College policies
- Comply with relevant legislative requirements, the APS codes of ethics, reporting obligations and information provisions under Child Protection legislation, Child Information Sharing Scheme, and NCCD
- Attend administrative meetings (school staff and colleagues) as appropriate to the role
- Represent PCS and provide presentations at various parent and/or student information events, such as the College Open Day
- Remain abreast of events and other important information occurring throughout the College
- Establish and maintain links with relevant community support agencies, allied health professionals and school networks to optimise services available for students at risk that focus on primary prevention, early intervention and continuity of care
- Engage in regular clinical and peer supervision and professional development to meet CPD requirements stipulated by the Psychology Board of Australia/AHPRA to enable the provision of a high standard of service delivery
- Participate in the development and implementation of relevant College policies, procedures and programs with a focus on enhancing the wellbeing of students and the school community
- Assist the College Principal and Leadership Team in managing and responding to a critical incident as required
- Any other duties as requested by the College Principal

## Experience and Qualifications

### Essential Requirements:

- Full registration with the Psychology Board of Australia under the Health Practitioner Regulation National Law (AHPRA)
- Working with Children Check / National police criminal history check (as appropriate to jurisdiction)

### Desirable Requirements:

- A Masters' level qualification in Psychology

## Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks. This is a full-time maternity leave replacement role commencing on 2 September 2022 until the end of Term Three 2023.

Salary will be based on the level of experience of the successful applicant as per the Victorian Catholic Education Multi-Employer Agreement 2018 (VCEMEA). The position is an Education Support Category B position, normally working during the school term time only and receives paid school holidays in accordance with clause 25 – Annual leave, holiday pay and leave loading.

Normal hours of work are from 8.00 am to 4.00 pm or by arrangement with the PCS Leader and/or Deputy Principal – Students.

## Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.