

# Position Description

*This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.*

## Position Details

|                            |                     |
|----------------------------|---------------------|
| <b>Position Title</b>      | School Psychologist |
| <b>Directly reports to</b> | Head of Counselling |

## Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All employees at Trinity Grammar School are required to:

- Have a current Working with Children Check or VIT registration
- Complete all mandatory reporting training and education about child safety
- Adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures
- Report suspected cases of child abuse in accordance with the School's policies

## COVID-19 Safety

Trinity Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment and compliance with the Victorian Government *COVID-19 Mandatory Vaccination Health Directions*, all staff, as a condition of their employment, are required to be fully vaccinated (boosted) against COVID-19.

## Position Summary

The purpose of this role is to provide child and adolescent psychological services to all students. Delivering a flexible approach in responding to student wellbeing and mental health needs, including acute needs, this role ensures the School provides the necessary support to students and families within the School.

Reporting to the Head of Counselling the School Psychologist is a key member of the Wellbeing Team. As part of the Wellbeing Team and wider Educational Support Staff team, the incumbent of this position will work as part of the team to achieve team-based deliverables and individual goals while providing a high standard of service to support the School's functions and programs. The person in this role takes direction from the Head of Counselling, the Deputy Principal – Head of Senior School, Head of the Junior School and the Principal. As a member of the Educational Support Staff, the position also has a reporting relationship with the Director of Business

# Position Description

## Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with our school's expectations of collegiality and teamwork.

| Responsibilities  | Performance Outcomes   |
|---|--|
| To promote and enable the Trinity Strategic Vision  | The Aspiration and Guiding Principles of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Trinity Grammar School  |
| Provide students with a child-safe environment  | <ul style="list-style-type: none"> <li>• A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety and the role as School Psychologist</li> <li>• Have a thorough understanding of and comply with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety</li> </ul>   |
| To inspire, motivate and grow a positive and collaborative learning culture across the School community | <ul style="list-style-type: none"> <li>• An environment of professional trust, empowerment and learning is fostered</li> <li>• Observable professional behaviour and professional courtesy is modelled at all times</li> <li>• A culture of high expectations and standards is evident in staff work practices and behaviours</li> <li>• The School Psychologist has an active and visible presence within the School community. They:               <ul style="list-style-type: none"> <li>• remain informed in all areas of School life</li> <li>• work effectively with all members of the community</li> </ul> </li> </ul> |
| Provide child and adolescent psychological services within the School community                         | <ul style="list-style-type: none"> <li>• A professional service is provided to students which promotes wellbeing and mental health.</li> <li>• Referrals and access to psychological services and resources in the community are facilitated</li> <li>• Short and medium term, evidence-based intervention for individuals and groups with a range of mental health, emotional and family issues is provided</li> </ul>  |



# Position Description

|  |   |
|--|---|
| <p>To assist with the management of students with acute presentations, including where risks are evident</p>   | <ul style="list-style-type: none"> <li>• Students with acute presentations are responded to in a timely and appropriate manner ensuring their immediate safety</li> <li>• Communication with external providers and relevant statutory bodies is enacted in accordance with legislative and School compliance requirements</li> <li>• Internal communications are delivered to the appropriate staff in a timely manner with the appropriate level of detail and confidentiality</li> </ul> |
| <p>To work collaboratively and foster strong relationships with all stakeholders</p>   | <p>Collaboration and strong relationships are evident within the Wellbeing Team and with the:</p> <ul style="list-style-type: none"> <li>• Counselling Team</li> <li>• Heads of School</li> <li>• Wellbeing Team members; collectively and individually</li> <li>• School Nurses</li> <li>• School Chaplains</li> <li>• academic and professional staff</li> <li>• local services, agencies, and private providers</li> <li>• relevant associations and networks</li> </ul>                 |
| <p>To provide consultation advice to staff and families regarding individual student wellbeing, mental health and developmental and behavioural issues</p> | <p>Consultation advice is regularly and proactively provided to:</p> <ul style="list-style-type: none"> <li>• Wellbeing Team members, collectively and individually</li> <li>• academic staff</li> <li>• families</li> </ul> <p>Individual student wellbeing plans are developed to support families</p>  |
| <p>To proactively engage in mental health promotion</p>  | <p>Wellbeing and mental health promotion material and programs are developed and implemented</p> <p>Resources and programs incorporate both universal and selective prevention approaches</p>   |
| <p>To maintain student client records and adopt appropriate data collection practices</p>  | <p>As required by all relevant regulatory body, legislative and School compliance requirements, student client records are:</p> <ul style="list-style-type: none"> <li>• confidentially and securely maintained</li> <li>• centrally documented</li> <li>• fully compliant</li> <li>• rigorously updated and reviewed</li> </ul>  |
| <p>Representing the School at events</p>   | <ul style="list-style-type: none"> <li>• Networks and community relationships are fostered</li> <li>• Best practice opportunities in education are explored</li> <li>• Associations are maintained, and their resources utilised</li> </ul>   |
| <p>Other duties as directed</p>  | <ul style="list-style-type: none"> <li>• Engage in projects as directed by the Principal or Deputy Principal</li> <li>• The Principal is represented in a range events and settings as directed</li> </ul>  |

# Position Description

---

## Committees

- School Counselling Team
- Referral Teams

## Other Key Working Relationships

- Deputy Principal - Head of Senior School
- Head of Junior School
- Deputy Heads of Junior School
- School Chaplains
- Head of Enhanced Learning
- Heads of Year

## Other Relationships

- Director of Early Learning
- Director of Teaching and Learning
- Director of Business
- Heads of Faculty
- Careers Psychologist
- Head of VCE
- Form Teachers

## Qualifications and Skills

- Fully registered by the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency.
- Desirable: 3+ years' practice experience.
- Experience working in schools or the education sector would be advantageous
- Excellent knowledge of child and adolescent development, the principles and practices for inclusion and an understanding of the diversity within a student and school population.
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools, and issues faced by young people.
- A strong capacity for patience and empathy in fostering a culture of care, innovation and high performance
- Ability to champion and embody the School's values through conduct, performance and collegiality.
- Excellent IT skills including proficient use of the Microsoft office suite applications and database systems, such as Synergetic
- A reliable and dependable person who demonstrates professional integrity at all times.
- Working with diverse teams and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships

# Position Description

---

## Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

## Approval

|                         |                           |
|-------------------------|---------------------------|
| <b>Developed by</b>     | Office of Human Resources |
| <b>Approved by</b>      | Principal or delegate     |
| <b>Approval date</b>    | February 2022             |
| <b>Next review date</b> | February 2025             |