



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

College Psychologist - Position Description

POSITION DETAILS	
College:	<i>St Joseph's College Echuca</i>
Position:	<i>Education Support Officer - Psychologist 2024 Commencement</i>
Remuneration Scale:	<i>Category C As per Catholic Education Multi-Enterprise Agreement 2022</i>
Full Time Equivalent:	<i>Full time or Part Time considered</i>
Salary:	<i>Education Support ES4-1 \$84,110.00 - ES4-4 \$91,083.00</i>
Reports to:	<i>Principal</i>

POSITION SUMMARY

The School Psychologist is employed to apply their psychological and educational expertise to assist students, parents, families and teachers to achieve the most beneficial outcomes for students.

The successful applicant will nurture self-esteem, encourage self-reflection and develop compassion, respect and tolerance as part of our Catholic ethos in the Brigidine tradition.

MISSION AND VISION

All staff members of St Joseph's College are expected to uphold the Kildare Education Ministries core values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Our College motto 'Strength and Kindliness' comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

Leadership at St Joseph's College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope and Wonder.

STATEMENT OF DUTIES

Major areas of responsibility:

The School Psychologist position description is to be read in conjunction with the APS resource *Framework for the effective delivery of school psychological services*, as all school psychologists and employers should be familiar with this resource.

The School Psychologist will be directly responsible to the Principal and the College Leader - Student Well being, and is expected to effectively liaise with all members of staff but especially the College Leadership Team, Wellbeing Team, Principal, Learning Enhancement Leaders and Learning Leaders.

The following duties are aligned to major areas of responsibility of the ESO - School Psychologist:

Contribution to Growth and Sustainability of the College

The School Psychologist will contribute to the continuous success of the College by undertaking the following in conjunction with the College Leaders-Student Well being and Inclusive and Enrichment:

- Identify needs and develop and implement innovative and effective prevention and intervention programs to support students.
- Ensure that St Joseph's College is presented as a school that works closely with families, has the best interests of the individual student at the heart of its work, and is a leader in education in the region and state.
- Lead or work as a member of a team in wellbeing projects, in line with the school's Strategic Plan - eg Learning Mentor, Restorative Practices.
- Establish and maintain relationships with peak bodies within the local community and

private psychologists.

- Influence and empower staff to embrace continuous improvement.
- Take a lead role in the Berry Street Education Model

Referrals

The School Psychologist will:

- receive referrals from students, teachers and parents/guardians, in consultation with the College Leaders
- assess and screen for mental health difficulties in students, using thorough psychological assessments where required (e.g. behavioural, mental health, complex family assessments), developing a plan for support and referring to outside supports/agencies/specialists where appropriate
- advocate for individual student needs, both within the learning environment and family environment
- prepare and deliver relevant information to staff applicable to the individual student, after seeking consent from students and parents
- ensure that students are provided with relevant information and advice on matters related to their mental health to facilitate optimal learning
- be available to staff to engage in professional dialogue about requirements, initiatives and individual student needs that relate to their total wellbeing.

Counselling and programs

The School Psychologist will:

- be trained and proficient in delivering age appropriate psychotherapeutic interventions, (for example cognitive behavioural therapy, solution-focused therapy, play therapy, family therapy and behavioural management)
- meet with individual students and families regularly in provision of these psychotherapeutic interventions as per the plan of support
- liaise with the College Leaders in relation to confidential individual student case discussions during weekly wellbeing case meetings
- design and/or deliver/facilitate programs that provide skills and support to students (and teaching staff) with particular needs; especially in relation to promoting mental health, managing behaviour, social competency and the enhancement of educational achievement of the students (or to prevent difficulties in these areas). These techniques include individual or group counselling, and individual classroom-based assessments and interventions
- be involved in decision making and in the design of strategies at the system level for the wellbeing of students, and the greater school body
- have access to, and administer appropriate psychological resources and testing material as required

Management

The School Psychologist must:

- collate information and prepare reports on each student and adhere to appropriate and accurate note/record keeping and file management, in line with College processes
- adhere to evidence-based, assessment, intervention and programming for all students
- at times conduct multi-factored psychological and psycho-educational assessments of students as appropriate if external resource not available
- recognise the professional responsibility to refer students and families to other professionals, in communication with the College Leaders for specialised assistance when and if necessary
- engage in supervision, peer review and continuing professional development to maintain their professional membership, credentials and expertise as required as a member of the National Psychology Registration Board.

Other

The School Psychologist will:

- facilitate, support, and adhere to management procedures within the school and the school system
- adhere to relevant legal requirements, e.g. Family Law Act, Child Protection and Mandatory Reporting Procedures, Freedom of Information, anti-discrimination legislation and the Psychology Board of Australia's Code of Ethics
- make classroom presentations where applicable
- provide appropriate professional development to staff
- provide education to families on issues affecting adolescents via parent meetings, College newsletter etc.

RISK & OCCUPATIONAL HEALTH & SAFETY

All College staff members will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risk/hazards in order to eliminate or mitigate against the risk recurring. (Risks arising in the workplace may be financial, site, task, reputational or person-specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within the College.

CHILD SAFE RESPONSIBILITIES

- St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All College staff must commit to the College principles of *Child Safety and Maintaining a Child Safe School Environment* as outlined at <http://www.sje.vic.edu.au/child-safety>.

KEY SELECTION CRITERIA

The successful candidate will demonstrate through evidence:

- an understanding of and commitment to the vision of St Joseph's College Echuca and to Catholic Education
- an understanding of the deep connection between the social, emotional and spiritual elements of humans
- qualifications and experience practicing as a psychologist and current registration with the Australian Health Practitioner Regulation Agency.
- skills and proficiency in delivering/administering age appropriate psychotherapeutic assessments and interventions
- experience of working successfully with adolescents and families in both individual and group settings, across the wide spectrum of issues confronting adolescents - especially adolescents' mental health and wellbeing, behaviour, socialisation, resilience, conflict management, relationships, and grief
- an awareness of, and the ability to deliver (or create and implement), wellbeing programs which target specific cohorts or identify wellbeing issues, which enhance the wellbeing of participants
- an excellent understanding of the external supports, agencies, and specialists that are appropriate and available for adolescents in support of their wellbeing
- the ability to both lead and work as a member of a team, in a desire for continuous improvement, critical thinking, and innovation
- an understanding of the place of research within a learning organisation, and an ability to use an evidence-based approach to identifying areas in need of change, and the ability to contribute to strategic organisational change
- empathy, strength of character, assertiveness, integrity, honour and courage
- strong organisational skills
- the ability to work as a team member
- excellent interpersonal, written and verbal communication skills
- outstanding conflict management skills
- a high degree of confidentiality with the ability to discern who needs to know information and in what detail
- a capacity to work effectively independently and interdependently especially in the face of changing priorities, deadlines and pressures
- a strong work ethic.

TERMS AND CONDITIONS

- Hold a current Victorian Working with Children's Check (WWCC), current Police Check, Drivers Licence and First Aid certificate
- An ability to work within a distributive and collaborative decision making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Ability to communicate effectively with the whole school community as well as with the wider community

- Comply with St Joseph’s College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Actively articulate the school’s vision and mission as a Catholic school, and use this as a wellspring in all discussion and decision-making
- Active as an individual, or as a team member, to work towards the success of the school’s Strategic Plan, providing support, stimulus and action as necessary
- Communicates and exemplifies to staff correct procedures and processes
- Addresses staff meetings and other forums on matters pertaining to their respective areas of responsibility
- Contributes to the development of College policies and procedures
- Seeks professional development to further his/her understanding of the mission of St Joseph's College
- Performs other duties as required by the Principal

<p>Contract & Conditions</p>	<ul style="list-style-type: none"> ❖ Education Support Officer - College Psychologist - Ongoing ❖ The College Psychologist will: <ul style="list-style-type: none"> ● be available onsite prior to the commencement of the school year and until the gazetted final day ● perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal which may be short term or ongoing depending on the nature of the assignment. <p>These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment</p>
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