



## **POSITION DESCRIPTION**

### **COLLEGE PSYCHOLOGIST**

Santa Maria College is nestled in picturesque gardens overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 Catholic school for girls, both day and boarding with 1280 students including 150 boarders. Santa Maria offers a quality education inspired by Jesus Christ and the vision of Catherine McAuley.

#### **POSITION DESCRIPTION**

The College Psychologist will be part of a team who provide psychological support to students to ensure they are able to maximise their opportunities while at school.

The College Psychologists follows the Australian Psychological Society's Code of Ethics. This includes the assurance of confidentiality for all referrals to the College Psychologist except in circumstances where failure to inform may result in clear risk to the student or others. The Psychologist will provide relevant information to appropriate College personnel to ensure the welfare of a student(s) experiencing difficulty.

#### **KEY RELATIONSHIPS**

The College Psychologist is required to work collaboratively with the Deputy Principal Pastoral Care, Deans of Students, Head of Boarding, Head of Enrichment Centre and teachers.

#### **RESPONSIBILITIES**

Support the College's Pastoral Care Program by providing a range of direct and indirect services to the College community designed to enhance the educational and personal wellbeing of students.

The College Psychologist will assist members of the College Community in the following areas:

- Model and maintain the Catholic and Mercy ethos
- Counsel individuals and/or groups on matters which affect the educational standing and wellbeing of students. This may include learning, social, emotional and mental health issues. Where intervention beyond the expertise, scope or resources of the Psychologist is required, the student will be referred to an appropriate outside agency with prior agreement of the student and/or parent(s).
- Be available to staff and parents requiring assistance in supporting the educational and emotional needs of their students/daughters.
- Provide skill development and enhancement activities for students (individually and group), parents and/or staff. Examples include study skills, stress management, bullying, eating disorders and self-harming and staff professional development.
- Assist with behavioural issues or concerns of students.
- Liaise with/refer to outside health agencies/providers as required for the welfare of students.
- Assist in relevant policy formulation and revisions.

- Assist the Deans of Year in the organisation and implementation of programs focusing on the developmental needs of students.
- Work cooperatively with the Deans of Year to assist with individual student's social and emotional needs.
- Support the College's Academic and Pastoral Care Programs through individual management of student cases.
- Work in collaboration with the Head of Boarding to assist students in the transition to boarding school life and throughout their time at boarding.
- Work cooperatively with the Head of Enrichment Centre to assist with student individual learning plans for curriculum support needs.
- Assess cognitive, emotional and behavioural functioning of identified students through a variety of techniques/methods including psychometric
- Be familiar with the CEWA Child Safe Framework and its underpinning concepts
- Take a shared responsibility to ensure ongoing support for a child-safe culture with the Catholic Education system
- Conduct assessments, observation and interviews and provide reports as required by parents, staff and health professionals.
- Maintain student referrals database and case notes/records.
- Organise student appointments.
- Membership of the Crisis Response Team
- Monitor trends and maintain statistics regarding student issues.
- Maintain a visible profile in the College.
- Provide professional development for staff.
- Maintain full registration with the Psychology Board of Western Australia and satisfy continuing professional development requirements by:
  - Staying informed of advances in research and practice in the areas of school and educational psychology;
  - Develop and extend professional skills and knowledge by attending related professional association meetings, conferences and in-service courses.
- Other duties at the discretion of the College Principal.

### **SELECTION CRITERIA**

- Knowledge of and commitment to the ethos and values of Catholic and Mercy education
- Knowledge of effective strategies, therapies and programmes for an all-girls environment
- Ability to effectively counsel individuals and/or groups on matters which affect the well-being of students. This may include learning, social, emotional and mental health issues
- Connections with and knowledge of external services for referral
- Exemplary interpersonal and communication skills and the ability to foster positive relationships with students, staff and parents
- Highly developed ICT skills
- A commitment to ongoing professional learning

Successful applicants must have current Working with Children Check and Nationally Coordinated Criminal History Check (as issued by the Department of Education)

## TERMS OF APPOINTMENT

- Full-time/Part-time: Part-time
- Days worked: 2 Days per week
- Hours per week: 7.6 Hours over two days
- Award: Independent Schools' Psychologists and Social Workers Award
- Annual Leave: As detailed in above Award
- Special Conditions: N/A
- Direct Report: Principal
- Last Updated: August 2020

### Disclaimer

It is not the intention of the position description to limit the scope of the position but to highlight the most important aspects. The aspects mentioned above may be altered in accordance with the changing requirements of the role.