



JOB DESCRIPTION PSYCHOLOGIST

1. PURPOSE OF THIS POSITION

The Psychologist is responsible for the conduct of preventative mental health programs, psychometric assessments, screening, referrals and general counselling of students in Kindergarten to Year 12.

2. REPORTING RELATIONSHIPS

- Reports to _____ Deputy Principal Teaching and Learning
- Non reporting relationships_ Deputy Principal Secondary and Deputy Principal Primary
Head of Junior Primary and Head of Senior Primary
Dean of Students Years 7-9 & Dean of Students Years 10-12
College Counsellors
College Chaplain
Learning Support Teams in Primary and Secondary
- This position _____ College Psychologist

3. RESPONSIBILITIES

Demonstrated commitment to the Purposes and Purpose Statements of the College

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

Individual Counselling with students in Kindergarten to Year 12

- Counsel individual students.
- Run mediation as required between students.
- Consult with other wellbeing leaders to develop student management plans.
- Attendance at meetings with parents, Deputy Principals, Principal, students, staff.
- Liaise with, and referrals to, external therapists and services in relation to student issues.
- FACS referrals as required.
- Respond to emergencies and critical incidents.
- Ongoing knowledge of local support agencies.
- Meet with College Counsellors as needed in relation to student cases.
- Manage daily appointment schedule.
- Respond to new referrals in a timely manner.
 - For Primary students this requires contacting parents/carers.
 - For Secondary students this requires making an initial appointment.
- As required attend IEP meetings for students who are assisted by both the Wellbeing Team and Learning Support Teams.
- When required, assist with the transition of students back to school after a mental health episode which could include liaising with stakeholders and conducting Return to School Plans.

Administration

- Consult with parents/carers via face to face meetings, email and phone calls.
- Provide updates to parents via face to face meetings, email and phone calls.
- Write up session notes.
- Keep a record of phone calls to parents, external therapists, FACS.
- Keep a record of all parent meetings.
- Write referral letters for students eg to GPs, external therapists, other agencies.
- Formulate cases & reading (as applicable).
- Source and develop resources such as information sheets for students, parents and/or staff.
- Manage referral lists: to College Counsellor and/or external referrals.
- Write summary letters to students and parents at the end of counselling.

Critical Incidents

- Assist the Principal and DPs as the need arises.
- Be a member of the Critical Incident Team when required. This may include:
 - Running small de-brief workshops for students and staff
 - Liaising with parents/carers
 - Liaising with the necessary external agencies eg hospital
 - Assisting with resources eg update information on critical incidents.

Policy Development/Review

- As the need occasionally requires, input into relevant wellbeing policies and procedures.

Small Group Workshops (including development and implementation)

- As required develop and implement workshops.

Presentations

- As required and directed by Principal & DPs, develop and present seminars at staff meetings, including PD Week.
- Organise/attend wellbeing related evenings.
- Other presentations as requested.

Camps

- Attend camps as required.

Transitions

- Attend transition meetings with Deans of Students (Secondary) and Heads of Junior and Senior Primary to discuss specific students.
- Attend transition meetings with parents/carers to discuss their concerns and clarify information.

Professional Development and Supervision

- Maintain professional reading to ensure awareness of best practice.
- Participate in, and support for Professional Development.
- Ensure professional standards, learning and supervision is maintained.

Wellbeing Initiatives

- Identifying and researching programs, coordinating training as required, planning and facilitating implementation. This includes:
 - Liaison with external agencies
 - Coordination of training, resource acquisition, obtaining parental consent for students to be involved and liaison with Executive regarding details of the proposed programs and negotiation regarding implementation.
- Be involved in planning and implementation of Student Wellbeing Program, based on the principles of Positive Psychology.

Networks

- Engage in ongoing support via the School Psychologists Network.
- Once a term attends the School Psychologists network meeting and hosting this meeting occasionally.

Psychometric Assessments

- Meet with parents/carers and staff to obtain detailed background information for referral of identified students.
- Conduct cognitive, adaptive and academic assessments as required for identified students.
- Conduct screenings for mental health concerns using Child Behaviour Checklist as required.
- Conduct screenings for Autism Spectrum Disorders using the Social Communication Questionnaire as required.
- Prepare written reports including client background, assessment administered, results, interpretation and recommendations.
- Meet with parents and staff to review assessment findings.
- Reviewing and interpreting psychological, cognitive and educational assessments for students
- Provide ongoing support as required to implement assessment recommendations.

Parents and Community

- Attend, support, promote and engage in College events.
- Maintain external communication with parents in regard to student wellbeing.
- Participate in K to 12 activities (Staff meetings, etc) and co-curricular activities, as directed by the Principal.

Performance Criteria

- Counselling is conducted in a professional manner in accordance with guidelines and principles of the Australian Psychological Society and AHPRA – Psychology Board.
- Achieve management of cases and testing within timeframes agreed with Line Manager.
- Consistent attendance at all scheduled meetings including Referral Meetings.
- Demonstrated consultation with external professionals.
- Effective in timely communication from professionals to staff.
- Demonstrated understanding of contemporary counselling issues as they relate to the College, students and the College Community.
- Maintains confidentiality of all documentation.
- Capable of all aspects of psychological assessment and reporting.
- Strong teamwork and the ability to provide leadership to the College Counselling team.
- Highly developed organisational and leadership skills.
- Capacity to process information to provide accurate report and notes.
- Ability to work in a K-12 environment.

4. AGREEMENT

This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job description should be read in conjunction with the employee's current conditions of employment and the provisions of the NSW Christian Schools General Staff Multi-Enterprise Agreement 2017-2019.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (Deputy Principal Teaching & Learning) to support the College's compliance with legislative obligations.

The Line Manager (Deputy Principal Teaching & Learning) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.

By signing this job description, I agree that it accurately reflects my role.

Employee name _____ Signature _____ Date _____

Line Manager _____ Signature _____ Date _____

Principal _____ Signature _____ Date _____