Caroline Chisholm Catholic College Position Description – College Psychologist

**CLASSIFICATION: Educational Support Officer**

**REPORTS TO: Principal via Deputy Principal (Student Wellbeing) / Director of Learning Diversity**

The role of College Psychologist is to help support students across the College community when they are experiencing personal difficulties that impact upon their overall wellbeing. The College Psychologist is required to provide child and adolescent psychological services in the College and to work with other staff to support students and families.

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| **Duties** |
| **Counselling & Assessment*** Provide psychological counselling, therapy and programs for students for a range of mental health, emotional and family issues.
* Experience and competence with individual psychological therapy
* Familiarity and experience with evidence-based group programs for mental health issues and resilience building
* Providing a high level of care and concern for each student accessing counsellor support
* Making independent assessments of students and provide appropriate interventions and/or referrals to other health services
* Ensuring relevant information is communicated promptly and effectively, internally but also overseeing the process of completing and submitting information and reports to external agencies
* Ensuring ongoing communication between Principal, Deputy Principal (Student Wellbeing), Year Level Coordinators, Director of Campus, and School Counsellors
* Meeting regularly and working co-operatively with staff to discuss current concerns
* Being an effective and collaborative member of student psychological/counselling services team
* Initiating contact with parents and ensuring ongoing communication is maintained
* Undertake educational and psychological assessment and diagnosis in all areas of child and adolescent development
* Knowledge and understanding of mental health disorders and their relationship to child and adolescent development
* Psycho-educational assessment involving intellectual and ability assessment tools, clinical measurement, clinical interview, and observation
* Knowledge, experience and understanding of developmental disabilities
* Psychological assessment of mental health issues involving clinical measures, clinical interview skills, and observation and information from other sources
* Preparing psychological reports with assessment findings for parents, staff, and external professionals such as paediatricians.

**Case Management Plan*** Communication and planning evidence-based interventions with school staff
* A good knowledge and understanding of diversity of the student population and school community (e.g., CALD, ATSI, disadvantage, disability, giftedness etc.) and principles and practices for inclusion
* Developing interventions to facilitate the educational services provided to students
* Communication and planning evidence-based interventions with parents
* Writing reports and professional letters
* Liaison with external professionals and agencies
* Referring parents and students to professionals or agencies as needed
* Educating students about the issues relevant to mental health and promote understanding of self-awareness
* Collaborating with relevant stakeholders in the design, implementation, evaluation, and ongoing improvement of programs that address the development, growth, and wellbeing of students
* Liaising with the College community (including parents) regarding all relevant aspects of the programs implemented.

**Community** * Attending meetings (Deputy Principal (Student Wellbeing), Director of Campus, School Counsellors, and members of the Student Wellbeing Leadership Team) as required
* Developing interventions to assist students at points of transition
* Participating in the life of the College community as required. Professional development Provide professional learning and information to build capacity of schools and families to improve students’ learning and developmental outcomes.
* Providing advice to the Principal and members of the Leadership Team regarding management of individuals, groups or events.
* Collect, collate, and maintain student information and records to meet legislative and system requirements to inform research and policy development
* Maintain the confidentiality of students and families and work within the accepted and written codes of ethical and professional practice
* Keeping and maintenance of individual records, files and notes as per school guidelines
* Collection, collation and maintenance of practice related data
* Maintaining an awareness of College community issues and events which may impact on the school, and work with staff to manage such issues
* Informing the Deputy Principal (Student Wellbeing) of current referral issues and suggest strategies to manage these.
* Effective case load management to ensure that appropriate time is allocated for planning, administration, communication, and follow-up
* Ensuring that relevant school policies and Statutory Requirements are adhered to

**Child Safe Responsibilities*** Having a good working knowledge of the College’s Child Protection and Safety Policy and Child Protection Program
* Promoting child protection issues within the College community and responding to general queries with respect to the College’s Child Protection and Safety Policy and Child Protection Program
* Acting as *“Child Protection Champions”* and ensuring a strong and sustainable child protection culture is embedded within the College
* Assisting the Principal and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse

**Team Culture*** Positively contributes to building effective team culture
* Positive assistance to team members and other teams to successfully achieve tasks within time frames
* Organisational decisions implemented and reinforced in a positive way
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| 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.**Other duties as directed by the Principal** |
| **Selection Criteria** |
| * A commitment to Catholic Education
* Tertiary qualifications in psychology and full registration with the Australian Health Practitioner Regulation Agency (AHPRA)
* Commitment to act in accordance with the ethical and professional guidelines outlined by the AHPRA
* Extensive knowledge and understanding of the stages of child and adolescent development
* Exemplary counselling experience, preferably within a school environment with school aged children and/or adolescents but not essential
* Demonstrated experience in conducting educational and psychological assessments
* Training related to child safe practices
* The ability to work under pressure with accuracy
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* Ability to work under limited direct supervision and to exercise discretion within established work practices
* Highly developed oral and written communication and interpersonal skills
* Experience in working within a team environment
* Holds valid Working with Children Check
* National Police Check
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.This position will undergo a performance review during the tenure period. |
| Caroline Chisholm Catholic College is a Child Safe School |
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