



P-12 PSYCHOLOGIST ROLE DESCRIPTION

The Psychologist is accountable to the Principal, Deputy Principal and Director of Student Services: Counselling P-12. The P-12 Psychologist is responsible for providing high quality assessment, therapy, consultation, liaison, wellbeing education and case management services.

Organisational Relationships:

- This position is directly responsible to the Director of Student Services: Counselling P-12.
- A member of the Student Services Department.

Key Accountabilities:

- Provides a counselling service and undertakes individual support where appropriate to students and families of the College community.
- Undertakes relevant assessments and completes reports with follow up feedback for students, families and teaching staff.
- Organise and facilitate small and large group psycho-education and wellbeing sessions for students and parents.
- Participates in the development and implementation of relevant College policies, procedures and programs with a focus on enhancing the wellbeing of the students and school community, particularly those at risk.
- Establishes and maintains links with relevant community support agencies, allied professionals and school networks with a view to optimizing services available for students that focus on early intervention and continuity of care.
- Consults with the Director of Student Services: Counselling P-12 in developing and implementing a range of professional learning programs for staff and a whole school approach that focuses on student wellbeing and resilience.
- Acts as a consultant to teachers and families on matters relating to student wellbeing and development.
- As directed by the Principal, Deputy Principal and/or Director of Student Services: Counselling P-12, carry out any other duties deemed to be within the incumbent's skill, competence and training.
- Ensures that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public.
- Attends and supports College activities such as Open Days, Information Evenings, Camps and Staff Conferences as required. From time to time these may occur outside normal working hours.
- Works collaboratively with staff, students and families.

Necessary Skills and Attributes:

- Demonstrates an understanding and acceptance of the Marymede Catholic College Vision and Mission Statements and the values that underpin them.
- Demonstrates respect for and commitment to the educational philosophy of Marymede Catholic College.
- Able to liaise effectively with staff, students and families at all levels.
- Has an excellent level of written and verbal communication skills.
- Professionalism and confidentiality upheld at all times.
- Has extensive experience in cognitive and academic assessments.
- Has experience in working with children and adolescents.
- Demonstrates strong understanding of Autism Spectrum Disorder and has experience in supporting young people with Autism Spectrum Disorder, in an education setting an advantage.
- Able to prioritize a range of tasks and manage time effectively to meet agreed deadlines.
- Demonstrates an ability and drive to comply with Marymede Catholic College's standard processes and policies.
- Ensures that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public.
- Demonstrates professionalism, diplomacy and integrity at all times with committed support to the Principal, College Executive and other staff members in keeping with the College values.

Key Selection Criteria:**Essential:**

- Full registration as a Psychologist with AHPRA.
- Experience with cognitive and educational assessments.
- Experience in the development and implementation of wellbeing groups, psycho-education sessions.
- Experience in managing risk of harm to self and others.
- Experience counselling and supporting children and adolescents and their families in an educational or alternate setting, particularly young people with Autism Spectrum Disorder.
- Excellent interpersonal skills especially relating to the College community.
- Ability to work independently and as part of a team.
- Interest/experience in assessing and working with children and families from our Early Learning Centre.
- Satisfactory Policy check and Working with Children Check.

Preferred Qualifications:

- Prior experience in a Primary and Secondary School environment would be an advantage.
- Post graduate qualifications in Educational/Developmental, Counselling or Clinical Psychology.
- Knowledge of the Victorian Education system and current issues in the education of girls or boys.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with the Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the Certified Agreement VCEMEA 2013.

Salaries and Conditions:

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2013*. The position would be recompensed according to the scale for a full-time Educational Support Category C depending on experience and qualifications.
- As a Category C Education Support Employee, you will normally work 45 weeks per year and be entitled to receive seven weeks' paid school holidays (at your FTE) in accordance with clause 25 – Annual Leave, School Holiday Pay & Leave Loading – of the VCEMEA as varied or replaced from time to time
- Finishing dates for the end of each year will be in consultation with the Principal and may vary from year to year.