



ROLE DESCRIPTION

School Psychologist

PURPOSE

To provide a child and adolescent psychological service across the Kindergarten to Year 12 College and to work with other staff to support students, staff and families. To maximise educational outcomes for students by facilitating access to and participation in all aspects of College life, and to utilise psychological expertise in education and learning to support and build the capacity of the school community toward the same goals.

DUTIES RELEVANT TO ALL SUPPORT STAFF

Learning

Support Staff at Holy Cross College will:

- keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same
- complete Accreditation to Work in a Catholic School in the required time
- maintain ongoing renewal of Accreditation to Work in a Catholic School
- support staff, students and parents with access to and use of College resources
- respect and support the learning and development of staff in all areas of the College
- focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff
- maintain a high level of ICT skills

Inter-relationships

Support Staff at Holy Cross College will:

- actively engage in the pastoral care of students
- interact with staff, students and families in a way that is both professional and pastoral
- have a welcoming manner and excellent interpersonal skills
- relate to young people in an appropriate manner
- remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind
- treat all information as confidential
- maintain high expectations of service, choices and manners through example
- be well-groomed, well-spoken and familiar with protocol and etiquette
- work as part of a team and be flexible with work arrangements
- use initiative in carrying out duties

Faith

Support Staff at Holy Cross College will:

- demonstrate a commitment to the objectives and ethos of Catholic Education
- actively witness to Gospel values in the performance of all areas of duty
- proclaim the Gospel value of the dignity of each person in relationships with students, parents, staff and others related to the College
- have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- live and act in a way that respects the beliefs and practices of a Catholic community
- lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- participate actively in the sacramental, liturgical and prayer life of the College
- promote and support strong and meaningful connection with St Helena's Parish

Enrichment

Support Staff at Holy Cross College will:

- recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments
- actively engage in personal, spiritual and professional learning
- be willing to positively share time, energy and talents in support of the ongoing life of the College
- abide by all College Policies and Procedures, including the Code of Conduct for staff working at Holy Cross College.

SPECIFIC RESPONSIBILITIES

Casework with Students and Families:

- Maintains an appropriate referral process through which students can be referred to the Psychologist.
- Consults with and supports College staff referring students to the Psychologist.
- Within the boundaries of confidentiality, works cooperatively with members of the Senior Leadership Team, House Coordinators and teaching staff to plan appropriate evidence based interventions to meet student needs.
- Determines appropriate goals and intervention strategies as agreed upon with the referred student/family.
- Ensures a range of creative options are considered and implements these in a planned and purposeful manner to resolve the difficulties experienced by students and families.
- Supports parents/guardians as the student's primary caregivers through open communication – as agreed through contact with the referred student.
- Supports parents/guardians through the provision of information regarding the overall development of their sons/daughters.
- Makes referrals to other professionals and agencies when needed, maintaining support to the student/family as is appropriate.
- Provides psychological counselling, therapy and programs for individuals and groups for a range of mental health, emotional and family issues.

Collaboration with Specialist Support and Teaching Staff at the College:

- Works collaboratively with support staff at the College in the development of strategies to support students with special needs.

- Undertake Psychometric testing/educational assessments and planning for students with specific learning needs.
- Consults with and assists teaching staff in developing classroom environments, procedures and practices that supports both the teacher and students with specific needs.
- In consultation with specialist support staff, develops and delivers resources that complement and assist teaching staff in understanding and responding to the students in their care.

Proactive Preventative and Educative Work:

- Uses professional knowledge and theory to identify and prioritise the psychosocial needs of the relevant members of school community.
- In consultation with the Senior Leadership Team, House Coordinators, Inter-relationships Team and/or Wellbeing Team, determines agreed priorities which promote and enhance the mental health, emotional well-being, social development and interpersonal skills of students within the College community.

- Preventative work may include:

1. *Small Group work*

To provide students or members of the school community with opportunities to share common experiences through a cooperative interdependent group experience.

2. *Classroom Work*

Be available to teaching staff for consultation, information, advice and the resourcing of classroom programs of a psychosocial nature; for example, bullying prevention, social skills, transition, conflict resolution, problem-solving, gender specific programs. Develop and deliver specific classroom or whole school programs where appropriate.

3. *Parent Workshops*

Working with pastoral staff to plan/facilitate parent education programs as identified.

4. *Staff Professional Development*

Develop and deliver specific professional development sessions on specific topics as requested and where appropriate. For example, restorative practices for teachers, managing student behaviour.

Policy & Curriculum Planning:

- Contributes to the policy development in the area of pastoral care, student wellbeing and mental health.
- Identifies areas for new initiatives within the College as determined through work with the student body.
- Contributes to the decision making within the College through involvement in College committees and through regular meetings with the Senior Leadership Team and House Coordinators.
- Attends and contributes to staff meetings and committees as necessary.
- Responds to and assists in critical incidents and emergencies in accordance with the College Crisis Management Plan and contributes to the review/update of the Plan as is necessary.

- Works collaboratively with the Senior Leadership Team and house Coordinators to assist in planning curriculum initiatives and whole-school strategies to meet the requirements of the National Safe School Framework and Child Safe Framework and general curriculum mental health outcomes.

Other Duties

- Attends to other matters within the scope of duties generally performed by a College Psychologist at the request of the Principal or member of the Senior Leadership Team.
- Participates in the life of the College through involvement in extra-curricular activities, such as caminos, camps and retreats, as required.

Accountability

- Maintains appropriate and confidential records in accordance with the Privacy Act and ensuring the security of these according to the standards expected by Catholic Education WA.
- Maintains a strong working relationship with the Senior Leadership Team and House Coordinators.
- Within the boundaries of confidentiality and as negotiated with the relevant parties, informs the Senior Leadership Team or specifically the Principal, of any critical issues that may impact on specific students or the College community.
- Provides reports to the Principal, as required.

Professional Responsibility

- Maintains an appropriate network of professional colleagues for support.
- Participates in a relevant professional network within Catholic Education by attending meetings and professional development sessions where possible.
- Updates professional knowledge and practice, by participating in relevant professional development opportunities as approved by the College Principal.
- Acquires, develops and maintains appropriate counselling resources to be used in interventions within the school community.
- Maintains registration with the Psychologist Board of Australia.

General

- Other duties as and when required.

Qualifications/Experience

- Appropriate tertiary qualifications for the position.
- To have or be willing to obtain Accreditation to Work in a Catholic school.
- Previous experience in a school would be preferred, but is not essential.
- Registration with the Psychologists Board of Australia.

Skills/Requirements

- Must hold a current Working With Children card.
- Must obtain a National Police History Check through the WA Education & Training Sector.
- Work with all staff, students and family members in such a manner as to support the Catholic Education Western Australia Code of Conduct and the Code of Conduct for staff at Holy Cross College.
- Treat all information of the College in a confidential manner.