YARRA VALLEY
GRAMMAR

POSITION DESCRIPTION

Position: School Psychologist
Reporting to: Head of Student Wellbeing
Department: Student Wellbeing

Primary Purpose

This position requires the incumbent to be registered as a Psychologist by the Australian Health Practitioner Regulation Agency (AHPRA). The Psychologist will be required to provide professional counseling of students across the School. Liaising with staff and parents on strategies for students in need, ensuring the best care is provided is a requirement of this position. A component of this position requires the psychologist to complete relevant testing of students (as required), completion of accompanying reports and working collaboratively to implement any recommendations contained in these reports. The Psychologist will also be required to assist in the preparation and delivery of pastoral programs in the school that is consistent with the philosophy, policy and practice prescribed by the School.

Key Selection Criteria

- Registration as a Psychologist by AHPRA. Provisionally registered psychologists may be considered.
- Demonstrated ability in counseling which reflects current therapeutic practices in working with students and their families, who may come from a variety of backgrounds, particularly those with diverse learning needs.
- Demonstrated experience in the development and implementation of programs, policies and procedures for students and the school community.
- Relevant experience in counselling around a range of mental health issues, as well as school and behavioural issues.
- Evidence of well-developed interpersonal, written and oral communication skills appropriate to a range of contexts.
- Demonstrated ability to establish and maintain effective consultative and working relationships that enhance the provision of effective services for students at risk.
- Experience in an educational setting is preferable.
- Proven ability to work effectively as a team member as well as independently, with demonstrated high-level organisational and time management skills.
- Proven ability to recognise the need to refer cases on to suitable external professional agencies when appropriate.
- Current Working with Children Check.

Position in Context

The Psychologist is responsible to the Head of Student Wellbeing. The Psychologist is part of the Student Wellbeing team (ELC – Year 12) which works closely with the Heads of School, Dean of Students, the Year Level Co-ordinators and teachers.

Freedom to Act / Autonomy

The Psychologist reports to the Head of Student Wellbeing and liaises with the Year Level Co-ordinators to ensure effective and appropriate management of pastoral care of students. The Psychologist is required to exercise judgement in recommending to the Head of Student Wellbeing the implementation of opportunities, programs and appropriate effective processes to deal with matters or concerns related to student wellbeing.

Major Activities

1. Student wellbeing – monitoring the psychological and emotional wellbeing of students and the provision of internal (school) or external (community) services to meet those needs.
2. Contribute on an individual or collaborative basis to the planning and provision of workshops and programs for staff, students and parents to support understanding of essential and/or current issues in student wellbeing.
3. High quality student counseling and group support where appropriate.

Major Duties and Responsibilities
To effectively and efficiently

1. Student Wellbeing
   - Provide counseling and guidance to students, who may be self-referred, teacher referred or parent referred, with the aim of enhancing the student's personal, social and educational development.
   - Complete student educational psychologist assessments
   - Refer as appropriate to external specialists / counselors / doctors / resources.
   - Oversee co-ordination of relevant information between external specialists and staff with respect to a student's wellbeing.
   - Conduct meetings with teachers and/or parents where required.
   - Liaise with Individual Learning Programs staff, Year Level Co-ordinators, Teachers regarding individual student issues and needs.
   - Deal appropriately and efficiently with issues of mandatory reporting and child protection in accordance with school processes and policy and legislation.

2. Professional Development
   - Contribute to professional development of staff in areas of professional expertise as required, e.g. mandatory reporting, student wellbeing and discipline, special needs of students and how to adapt teaching and learning styles to meet particular student needs.

3. General
   - Contribute to day to day operation of Student Wellbeing team.
   - Ensure the maintenance of accurate and confidential case files and statistics (including electronic).
   - Develop an accurate understanding of the school organisation and curriculum.
   - Attend fortnightly meetings with Head of Student Wellbeing, more frequently if required.
   - Attend staff meetings as required.
   - Attend Student Wellbeing Department meetings.
   - Assist in the development and application of effective procedures for critical incident management in the school.
   - Other duties as directed by the Head of Student Wellbeing or the Principal.

Direct Reports
Head of Student Wellbeing

Key Contacts

Internal
Principal
Deputy Principals
Deans and Heads of School
Head of Student Wellbeing
Year Level Co-ordinators / Teachers
Individual Programs staff
School Nurses
Chaplain
Students
Parents

External
Regulatory bodies
Other educational institutions

Key Performance Indicators
- Positive, efficient and effective follow up to referrals to Student Wellbeing and matters brought to attention.
- Knowledge of school issues such as mental health and wellbeing. bullying, cyber/technology social problems and effective ways to support and intervene individually and systemically.
- Positive and timely counseling/outcomes re student referrals to external medical/counseling/ specialists.
- Positive, professional and confidential dealings with all students, staff and parents, including reports.
- Appropriate and timely recording of data, file notes and information in Student Wellbeing files (including electronic).
- Effective and efficient contribution to the professional development of staff with wellbeing programs.
- Initiative and confidence in suggesting and implementing opportunities / programs in support of student wellbeing and involvement in the general pastoral care programs and structures of the school.

Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse