



**MOUNT ST. JOSEPH
GIRLS' COLLEGE**
Virtue Courage

Senior Psychologist Role Description

Classification:

The Senior Psychologist is employed under the same expectations, conditions and remuneration as an Education Support Officer Level 5, Category C, 7 weeks holidays per year (*Catholic Education Multi-Enterprise Agreement 2022*).

Hours of Work:

Monday to Friday, 8:00am-4:00pm

Position Description

Mount St. Joseph Girls' College is a proud Josephite community inspired in our Catholic mission by the lives of Jesus, and of Saint Mary of the Cross MacKillop and Julian Tenison Woods as the founders of the Sisters of St Joseph. We live as a learning and faith community according to the values we find in the lives of these co-founders and that of Jesus Christ.

The correlation between the wellbeing of a student and their success as an engaged learner who experiences successful learning outcomes in their education has been well documented in many studies. The partnership between Wellbeing and Learning is pivotal in the holistic care of each student. The Senior Psychologist supports the three-way partnership between staff, students and families and oversees the wellbeing and learning dimensions of students across the school.

The Senior Psychologist is appointed by the Principal and is accountable to the Student Services Manager and Deputy Principal Student Wellbeing. The focus of this position is to work with the College's Wellbeing Team to promote positive student wellbeing that harnesses improved student learning outcomes. The Senior Psychologist has responsibility to support engagement, wellbeing and social inclusion.

The Senior Psychologist reports directly to the Principal.

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check

Education and Experience

- A Masters Degree in Psychology (or equivalent qualification), preferably with an education and development focus, i.e. M. Psych (Ed & Dev)
- The Senior Psychologist must be registered with the Victorian Psychologists Registration Board eligible for full membership of the Australian Psychological Society
- Experience in an educational setting is preferable along with a demonstrated understanding of the implications of being a psychologist in a Catholic school

Responsibilities

Key Duties

In partnership with the Director of Learning Diversity, Deputy Principal Student Wellbeing, Director of Student Wellbeing, and Year Level/House Leaders, the Senior Psychologist will:

- Provide advocacy and support for students and families
- Liaise with external community service providers or Allied Health professionals

- Case Manage at risk students
- Deliver Professional Development for Teachers, Wellbeing staff and LSO's
- Promote and facilitate Parent Engagement opportunities
- Appropriately triage students who may need counselling or external support
- Work with support groups
- Respond to Emergency Management and Critical Incidents

Student Services Management and Leadership

In conjunction with the Director of Learning Diversity, Deputy Principal Student Wellbeing, and Director of Student Wellbeing, the Senior Psychologist will:

- Be responsible for developing, implementing and monitoring policy and procedures relevant to all aspects of Student Wellbeing Services (i.e. Counselling, Mental Health, Welfare and Disabilities), to ensure the highest standard of support for students and to ensure their changing needs are met.
- Provide quality leadership to the Student Services Team.
- Work with relevant internal and external services regarding student welfare in order to ensure an effective and holistic service delivery.
- Be able to facilitate and allocate referrals within the academic, behavioural and social and emotional spheres in consultation with the Director of Learning Diversity.
- Ensure that publicity and information about student wellbeing is readily accessible to staff and students.
- Ensure appropriate records are kept utilising the College electronic platform.

Leading Teams

In conjunction with the Director of Learning Diversity, Deputy Principal Student Wellbeing, and Director of Student Wellbeing, the Senior Psychologist will:

- Provide leadership, expertise and direction to the Student Services Team and Year Level/House Leaders to ensure that staff work within the appropriate professional framework and guidelines for each area.
- Take responsibility for the effective management and development of staff within the Student Services Team, in order to ensure that service provision requirements can be met.
- Facilitate and participate in specific teams: Student Wellbeing, Learning Diversity, Learning and Teaching and other working teams when required.
- Provide individual and peer supervision.

Legal

In conjunction with the Director of Learning Diversity, Deputy Principal Student Wellbeing, and Director of Student Wellbeing, the Senior Psychologist will:

- Ensure all MSJ, but particularly the Student Services Team and Year Level/House Leaders, have a working knowledge of legislation and MACS policies and procedures, pertaining to student wellbeing, including health and welfare, drug misuse, equality, disability and safeguarding children.
- Be responsible for providing briefings on these matters to other staff within MSJ.
- Be responsible for the development of MSJ policies and procedures with regard to the safeguarding of children, and for liaison with external agencies in relation to this.
- Student Services staff uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behaviour, and seek to manage conflicts of interest that could lead to exploitation or harm.

Services

- Provide a high quality counselling service and undertake individual and group support where appropriate with students, staff and families of Mount St. Joseph Girls' College
- 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
- Support staff in the process of identifying and responding to students at risk
- Assist in the development and application of effective procedures for critical incident management within the College
- Contribute to appropriate teacher, student and parent workshops and support in relation to issues such as transition, mediation, conflict management, etc.
- Participate in the development and implementation of relevant school policies, procedures and programs with a

focus on enhancing the wellbeing of students and the school community

- Attend and support College activities such as Open Day, information nights, camps, and staff conferences, as requested by the Deputy Principal Student Wellbeing, and Director of Student Wellbeing. From time to time, these may occur outside normal working hours
- Undertake appropriate and timely assessments of students as requested by the Student Services Manager

Administration

- Contribute to the effective operation of the Wellness Centre
- Maintain client and statistical records and periodical summary statistical reports for the College Stewardship and Wellbeing Teams

Consultation/Liaison

- Meet on a regular basis with the Student Services Manager to review all cases and ensure the effectiveness of the wellbeing services being provided
- Meet with the College Wellbeing Team to share case management and referrals information
- When required, attend Student Wellbeing Team Meetings, Staff Meetings, and Briefings
- Maintain effective communication with referring teachers and other relevant College leaders and staff in order to provide appropriate and regular feedback (within the bounds of confidentiality)
- Liaise with external support agencies providing specialist support for students
- Establish and maintain links with relevant community support agencies, allied professionals and school networks with a view to optimising services available for students at risk that focus on primary prevention, early intervention and continuity of care

Professional Development

- Engage in appropriate and regular supervision (supplied by the College)
- Engage in ongoing professional development to enable provision of a high standard of service delivery to members of the College community
- Provide information to staff regarding community services available to students and their families
- In consultation with the Deputy Principals and Directors, develop and implement a range of professional learning programs for school staff and whole school approaches that focus on student and staff wellbeing and resilience
- Act as a consultant to teachers and families on matters relating to student wellbeing and development

Undertake related duties as requested by the Principal who may vary the above duties.

Appraisal/Review Conditions

- The Senior Psychologist is required to undertake formative appraisal processes from time to time, as indicated by the Principal
- The Senior Psychologist will undertake a summative appraisal process at an appropriate time during the contract period, as indicated by the Principal

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

- Demonstrated ability in counselling which reflects current therapeutic practices in working with young people and their families, who may come from a variety of backgrounds
- Demonstrated experience in the development and implementation of programs, policies and procedures for students and the school community
- 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 with people from diverse professional, cultural and linguistic backgrounds that enhance the provision of effective services for students at risk
- 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 onto suitable external professional agencies when appropriate
- Highly developed ICT skills and experience in systems' development
- Strong negotiation skills in balancing the needs of stakeholders

- A commitment to Catholic Education
 - A demonstrated understanding of the ethos of a Catholic school and its mission
 - Demonstrated understanding and acceptance of the Mount St. Joseph Girls' College Vision and Mission Statement and the values that underpin it
 - Willingness to support the College's philosophy, mission and goals