



Position Description and Duty Statement

Title:	School Psychologist
Responsible to:	Heads of School
Time Fraction:	Part-Time
Location:	2 Nagle Avenue, Elsternwick 3185

Objectives of the Position

The School Psychologist provides professional expertise and support to assist students in achieving positive educational, developmental and learning outcomes through the delivery of counselling services.

In collaboration with relevant staff members, the School Psychologist will recommend and implement programs for students that have a focus on preventative and early intervention strategies; are responsive to identified personal, social, emotional and educational needs; and aim to foster resilience and personal skills development.

The School Psychologist must hold registration with the Australian Psychology Accreditation Council (APAC) and hold the appropriate qualifications necessary to undertake this role. The School Psychologist must continue to meet all the registration requirements of the APAC to ensure the provision of ongoing professional support and development.

As an employee of the College, the School Psychologist is responsible for ensuring that all information relevant to the ability of the College to provide the optimal learning environment for the student is conveyed to the Principal, Heads of School and/or Heads of Year, as appropriate. Relevant information includes information pertaining to the student's safety, bullying, major social conflict, defined psychological conditions, factors that may significantly impact on the ability to learn and major family disruptions.

Accountability

The School Psychologist will be accountable and directly responsible to the Heads of Primary/Secondary.

Responsibilities and Duties:

Position descriptions are not intended to outline a list of all tasks that are required by the role. We trust our staff to achieve the key outcome of the role, and how they achieve these outcomes will inform the total and evolving responsibilities of the role.

The School Psychologist will have responsibility for leading the following activities and delivery of the following key tasks:

1. Provide psycho-educational assessment and recommendations as determined by the College



2. Provide timely, short-term counselling services to assist individual or small groups of students in managing educational, behavioural, mental health, social and emotional matters (limit of one Term)
3. Plan interventions in collaboration with staff, external professionals and parents
4. Work as part of a multidisciplinary team to facilitate effective working relationships and partnerships with parents, school personnel and external support agencies in order to provide a comprehensive support, case-management and referral service that optimises student' access and engagement in educational programs
5. Refer students' families to external health professionals as required for long term (longer than one term) or intensive support, diagnosis and/or counselling
6. Share the relevant information with the appropriate College personnel. This may include the Principal, Heads of School and/or Head of Year, or others as deemed necessary by the College to support the student's education and wellbeing
7. Conduct activities such as student observations and may conduct psycho-educational assessment in order to determine the nature of student learning difficulties, disability, developmental levels or psychological and emotional status in order to make recommendations for educational adjustments and interventions
8. Ensure that parental and student needs are addressed in a responsible and thorough manner. Effective and frequent communication is maintained with parents whose child is receiving support
9. Observe student interactions and connections at recess and/or lunch regularly, to proactively enable early identification of potential social issues and timely direct or indirect intervention
10. Advise the Heads of School of a student who is experiencing difficulty in interaction with other students and/or with teachers that remain unresolved for more than a term
11. Where relevant, assist in the preparation of applications for funding for students identified as having a disability, liaising with College staff and Heads of School as well as outside health professionals. Assist with preparation of Nationally Consistent Collection of Data (NCCD) and other Government data as required
12. Provide information to the Education Support staff so they can develop Individual Learning Plans (ILP)
13. Perform their duties with a high level of confidentiality
14. Provide professional learning for staff to build capacity and improve student learning and development outcomes
15. Provide professional input to the development, implementation and evaluation of the school learning program when required
16. Liaise with the Head of Jewish Studies to ensure recommendation for the program are in line with the College's policies and religious ethos

17. Play an active role within the Wellbeing Team, with compulsory attendance at scheduled meetings
18. Actively participate in the life of the College by attending a range of extracurricular events

Testing Services:

- Administer appropriate psychometric and other tests to assess needs including learning, psychological and behavioural tests, as directed by the Heads of Primary/Secondary

Counselling Services:

- Provide a short-term counselling service to students and staff (and where appropriate, their families) seeking academic or personal assistance with regard to school-related issues
- Refer students to suitable external agencies when appropriate
- Act as a consultant to staff with regard to student's psychological issues

Community Development:

- Develop and facilitate workshops for students, staff and members of the College community as required
- Assist students in the development of study skills and self-management. Develop, administer and participate in programs which support the pastoral ethos of the College

Administration:

- Maintain confidential records and a log of services rendered to students, that can also be used for NCCD documentation processes, and accessed by the Leadership Team
- Produce reports of formal evaluations and assessments and communicate these with the parents, teachers and management (Heads of School and the Principal) as required
- Work in close cooperation with the Heads of School, members of the Wellbeing Team, and other School Psychologist and Counsellors. Provide regular communication to the Heads of School

Pastoral Care:

- Liaise with the Heads of Year and Heads of School regarding students whose issues are not resolved speedily or who are referred externally for more intensive or specialised support
- Communicate concerns in writing, and proactively advise other School Psychologists and Counsellors where relevant, and the Heads of School, Principal and Heads of Year as appropriate
- When requested, advise the College on current best practice therapeutic trends and programs

Essential Skills:

The School Psychologist must be able to demonstrate:

- An excellent level understanding of psycho-educational assessment
- Up-to-date knowledge of counselling practices
- Excellent skills in the development of behavioural intervention

- Ability to work well in a team
- Excellent communication skills
- Ability to work independently and meet deadlines
- Able to design and deliver a range of programs

Key Performance Indicators:

KPI 1	Students who receive psychological services acknowledge that the issues that were identified in the initial referral and for which they have received up to 6 sessions of counselling support, are resolved or resolving within one term of referral, or they have been referred to external health professionals
KPI 2	Teachers are receiving useful advice regarding student behaviour and learning problems that they can implement to assist students in the classroom
KPI 3	Parents are reporting that they have received useful assistance with their child's issues and/or helpful referrals to outside specialists within one term of the initial referral

College Expectations:

At Leibler Yavneh College all staff are contributing to the learning, teaching and caring of our students. As such every staff member is directly involved in creating a positive learning environment where students and staff can flourish. Staff are expected to engage with the broader College community in a professional manner and model our values of Respect, Integrity, Gratitude, Honour and Tradition in all they undertake. Participating in College events supports a sense of belonging building positive relationship and creates an understanding of the ethos of the College.

Child Safety

Leibler Yavneh College is a child safe employer and is committed to the welfare of children and their protection. Leibler Yavneh College has a zero tolerance for child abuse stance. All potential employees and volunteers will be required to comply with the School's Child Protection and Safety Policies and the College Code of Conduct. All applicants will be required to undergo a rigorous background check. Leibler Yavneh College employees must complete on an annual basis a Mandatory Reporting online training module and other Child Safety training scheduled throughout the year.

Qualifications/Registration:

- A minimum of 12 months demonstrated experience in a similar role, with a record of delivering exceptional customer service to both internal and external stakeholders.
- Must hold a current APAC registration.