



Billanook College

Growing and Caring

POSITION DESCRIPTION – COLLEGE PSYCHOLOGIST

As a school of the Uniting Church in Australia, Billanook College's Mission is to develop a dynamic, caring learning community which fosters the growth of the whole being of each girl and boy – in body, mind and spirit; providing a range of pathways to life-long learning through and beyond academic excellence.

At Billanook, our staff are central to our Mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION PURPOSE

The College Psychologist is responsible for the provision of counselling support to students within the Early Learning Centre, Primary, Middle and Senior Schools to support their psychological, emotional and physical wellbeing. The College Psychologist works closely with teaching and non-teaching staff to support students at the school. The College Psychologist is integral in the development and implementation of programs and policies that foster resilience in students, as well as the provision of psychological support in response to crisis management needs and consultancy to teaching staff regarding ongoing student wellbeing concerns.

REPORTS TO

The Deputy Principal and Head of Senior School

LIAISES WITH

Principal, Heads of School, Heads of Year, Learning Leader – Support Education, College Nurse and teaching staff

KEY SELECTION CRITERIA

- Supportive of the Uniting Church and Independent Schools.
- Be fully registered as a Psychologist with the Psychology Board of Australia.
- Previous experience working with children from Early Learning to Year 12, preferably in a school setting.
- Ability to develop a rapport with students of all ages.
- Able to work effectively with students and their families and apply a range of interventions appropriate for different issues and group interventions.
- Cognisant of ethical, legal issues, e.g. confidentiality, informed consent, referral pathways, case note documentation, and security.
- A demonstrated understanding of the emotional needs of children and adolescents.
- Experience in conflict resolution, mentoring and mediation and developing strategies for building resilience.
- Be willing to work with the College Leadership Team and learning support staff.
- Possess excellent interpersonal and communication skills and be able to communicate clearly and effectively with students, parents, and staff.
- Previous experience in crisis management.
- Ability to work and contribute productively to a team situation.
- Ability to be proactive and take initiative.
- Highly developed organisational skills.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Current Working with Children and Victorian Criminal Record Checks.

KEY ACCOUNTABILITIES

Operational Matters, Risk Management and Compliance

- Maintain accurate and confidential student files.
- Ensure the School remains compliant with regulatory requirements and benchmarks pertaining to psychological services and duty of care.
- Ensure professional standards, learning, and supervision is maintained in accordance with the Psychology Board of Australia to ensure registration and quality program delivery.

Student Services and Wellbeing

- Undertake or refer individual psycho-educational, behavioural, and vocational assessments, as appropriate.
- Provide psychological counselling, therapy and programs for individuals and groups for a range of mental health, emotional and family issues using appropriate evidence based approaches.
- Assist in the organization of classroom workshops for students on topics related to student wellbeing as required.
- Identify students in need of special help in coping with life issues and work with the College Leadership Team in respect to crisis management.
- Manage the wellbeing of students, parents, and staff with respect to crisis management issues that might arise.

Parent and Community Relations

- Provide consultation to parents regarding student issues where appropriate.
- Build and maintain relationships with external medical and welfare professionals who work with students from Billanook College and monitor the welfare of the students involved.
- Attend parent information sessions, presenting relevant issues as required.

Staff Liaison and Professional Learning

- Work with teaching staff to identify students at risk and in need of counselling and pastoral support.
- Provide support, advice, and guidance to teaching staff on issues relating to the emotional wellbeing of students including the discussion of strategies to implement and/or possible course of action to achieve desired outcomes.
- Plan evidence-based interventions for students in collaboration with other staff, relevant professionals, and parents.
- Address pastoral care issues with the Principal, Deputy Principal and Head of Senior School, Head of Middle School, and Head of Primary School so as to promote the healthy social and emotional development of students.
- Up-skill staff through professional development activities related to student and staff health and wellbeing.
- Assist and contribute to MindMatters Action Team meetings.

TERMS AND CONDITIONS

This is a full-time, ongoing position. Hours of work are 8.30am to 4.50pm Monday to Friday during Term time only.

The terms and conditions of employment are set out in the Billanook College (Educational Services Staff) Certified Agreement 2014. As such, the position is classified at Grade 6 level, which attracts a salary of \$78,637 per annum.

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Billanook College supports the principles of equal opportunity employment and encourages diversity in the workplace.

APPLICATIONS

Please forward a letter of application and a Curriculum Vitae detailing qualifications, employment history and experience and the names of at least two referees who are able to comment on your recent employment experience. **Please email your application as one file in PDF format.**

Applications to be addressed to:

Mr Roger Oates

Principal

Billanook College Ltd

197-199 Cardigan Road

Mooroobark, 3138.

Email: karin.thompson@billanook.vic.edu.au

Applications close: Monday 22 May 2017 at 5.00pm