



# Educational Psychologist

Responsible to:	<b>PRINCIPAL</b>
Report to (Learning and Teaching):	<b>DEPUTY PRINCIPAL LEARNING &amp; TEACHING</b>
Report to (Professional Conduct and Pastoral Care):	<b>DEPUTY PRINCIPAL – HEAD OF CAMPUS</b>
Direct Report to:	<b>Learning Enrichment Leader (CRA Campus)</b>

## REMUNERATION & FULL TIME EQUIVALENCE

Full Time Equivalence:	2 days per Week (1 day each campus)
Tenure:	From commencement to the conclusion of 2020 academic year with the possibility of ongoing

## Education Support Employee – Level 4, Category C under the VCEMEA 2018

### Position Description – Educational Psychologist

#### STATEMENT OF DUTIES

The Psychologist is responsible to the Principal through the Learning Enrichment Leader, and will work with a team of teachers and support staff in the area of learning enrichment. The Psychologist will fully understand Child Safety requirements at the College and will ensure that all elements of the role promote the safety, wellbeing and inclusion of all students.

#### Key Duties and Responsibilities

- Complete psychological assessments for students identified by the Learning Enrichment Leader or Learning Enrichment Coach across the College.
- Where appropriate, assist with completion of supporting documentation for the NCCD requirements across the College.
- Complete all psychological assessments and reports required for the application of Special Provision through VCAA, Special Entry Access Scheme (SEAS) and as directed by the Learning Enrichment Leader.
- Evaluate the need for educational assessments for students with additional learning needs and complete appropriate assessments where necessary.
- Complete comprehensive reports appropriate for the audience with the provision of targeted learning adjustments based on educational and/or cognitive assessments.
- Provide feedback regarding assessment results with parent(s) and the Learning Enrichment Leader or Coach.
- Participate in Program Support Group (PSG) meetings as required.
- Assist with the completion of Personalised Learning Plans (PLP) for students, especially those identified through assessment processes.
- Provide advice to teachers both individually and in a group professional learning format on how to support the learning of students.
- Where applicable, provide group programs to assist students with additional learning needs. This may include (but not limited to):
  - Study skills/organisation/homework planning sessions.
  - Stress management around academic concerns, exam preparation, etc.
  - Social skills groups.
- Document any consultation with and monitoring of students.

#### Pastoral Care and Child Safety

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

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	<ul style="list-style-type: none"><li>• Assist in the provision of a child-safe environment for students.</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li><li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.</li><li>• Demonstrate professional and collegial relationships with all staff members.</li><li>• Other duties as directed by the Principal.</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Commit to ongoing professional development in your area of expertise.</li><li>• Research areas of interest relevant to directions provided in the school's strategic plan.</li><li>• Continue development of ICT skills as technologies evolve.</li><li>• Be an active member of a relevant professional association as duties permit.</li></ul>
	<b>Key Selection Criteria</b>
	<ul style="list-style-type: none"><li>• Ability to work as part of a team.</li><li>• Excellent interpersonal and communication skills.</li><li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community.</li><li>• Ability to manage complex tasks with minimal supervision.</li><li>• Ability to develop and maintain strong working relationships with key stakeholders.</li><li>• Capacity to work to tight time lines.</li><li>• Proven capacity to work independently.</li><li>• Sound organisational skills including strong attention to detail.</li><li>• Proven time-management skills.</li><li>• Leadership qualities.</li><li>• Self-motivation.</li><li>• Ability and willingness to accept policy directives.</li><li>• Maturity.</li></ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li><li>• A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church.</li><li>• A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ.</li><li>• A capacity to integrate the Church's teachings into all aspects of the curriculum.</li></ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• Experience working with children.</li><li>• A demonstrated understanding of child safety.</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting).</li><li>• Be a suitable person to engage in child-connected work.</li></ul>
<b>Education and Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Tertiary qualifications in Educational Psychology combined with relevant work experience.</li><li>• Registration with the Australian Health Practitioner Regulation Authority (AHPRA).</li><li>• Current Victorian Institute of Teaching (VIT) registration or Working with Children.</li><li>• National Police Check.</li><li>• Demonstrated high level interpersonal and communication skills, with a proven ability to consult, counsel and liaise with a wide range of people from culturally diverse backgrounds.</li><li>• Demonstrated ability to manage a case-load in an efficient and effective manner.</li><li>• Advanced understanding of relevant assessments and interventions.</li><li>• Demonstrated ability to negotiate and resolve sensitive issues in a confidential manner.</li></ul>

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- Strong attention to detail and ability to keep accurate data of service.
- Ability to work autonomously as well as part of a team
- Capacity for a high level of discretion and professional judgement
- Well-developed organisational skills with the ability to manage competing priorities.
- Commitment to Occupational Health and Safety.
- Understanding of and capacity to follow relevant College policy and government legislation, e.g. Privacy Law.