



## **SCHOOL PSYCHOLOGIST**

### **Duties and Responsibilities Statement**

<b>POSITION TITLE</b>	School Psychologist
<b>REPORTS TO</b>	Principal, Associate Principals and Directors

#### **PREAMBLE**

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of our School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

#### **CHILD SAFETY STATEMENT AND REQUIREMENTS**

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

#### **THE ROLE**

The School Psychologist is directly answerable to the Principal for all items of policy and discipline.

The School Psychologist is responsible to the Associate Principals, Directors of Teaching and Learning and Directors of Pastoral Care for the provision of educational assessment and counselling services to the student body. Other responsibilities include liaising with staff and parents on strategies for students in need, ensuring that the best care is provided for each student; producing reports and working collaboratively to implement any recommendations contained in these reports; referring students in need to other health care providers and agencies; assisting in the preparation and delivery of wellbeing programmes in the school reports.

The School Psychologist will ensure that all work carried out is consistent with the philosophy, ethos, policy and practice of the School.

## ESSENTIAL REQUIREMENTS

- Must be a Registered Psychologist with the Psychology Board of Australia (Australian Health Practitioner Regulation Agency – AHPRA)
- A current Working with Children Check
- A Nationally Coordinated Criminal History Check current to within 8 weeks prior to commencement of employment at JSRACS

## DESIRABLE REQUIREMENTS

- Membership with or eligible for membership of the Australian Psychological Society (APS)
- Endorsement as an Educational and Developmental Psychologist with the Psychology Board of Australia (PsyBA)
- Previous work experience in an educational environment, preferably school(s)

## PERSONAL ATTRIBUTES

- Knowledge of developmental, psychological, social and educational issues facing young people.
- Ability to assess the learning and emotional needs of young people and implement appropriate interventions
- Effective communication skills with students, parents and staff
- Strong written and verbal skills
- Demonstrated ability to build and maintain positive working relationships
- Ability to work in a cooperative, team environment, particularly with the Associate Principals, Directors of Pastoral Care, Directors of Teaching and Learning, Year Coordinators and Learning Area Coordinators
- Good organisational skills, attention to detail and the ability to meet deadlines
- Ability to work unsupervised and use initiative
- Ability to manage competing priorities effectively
- A strong sense of empathy
- Enthusiasm
- A sense of humour

## DUTIES

Duties in relation to the position include, but are not limited to, the following:

### Assessment Services

- Assist the Education Support team to identify and assess the needs of students experiencing learning difficulties or requiring extension
- Administer Psycho-educational assessments and complete written reports when required
- Communicate results from assessments and interventions to parents both orally and in writing when appropriate
- Provide summarised results of Psychological assessments
- Assist in the development of cognitive, physical, sensory and social/emotional plans when required
- Assist with applications to the School Curriculum and Standards Authority for special examination consideration for Year 12 students

### Counselling Services

- Provide counselling and therapeutic interventions to students based on evidence based best practice as set out in DSM-V
- Provide consultative advice and support to parents and staff regarding the psychological, emotional, social and learning needs of students
- Support and advise on the transitional needs of new students
- Make referrals and liaise with outside agencies and professionals, when appropriate

- Attend case conferences with parents, staff and external stakeholders regarding a student's needs when required
- Contribute to the School's strategic directions with regard to the psychological, social and emotional wellbeing of students

### **Staff and Community Development**

- Develop and facilitate workshops for students, staff and members of the school community as required
- Support and give guidance to staff in their understanding of mental health issues, learning difficulties etc. and best practice with regard to assisting students with these conditions, including recommending programmes, strategies or actions to support specific student needs
- Contribute to relevant school policies (e.g. Critical Incident Management, Suicide Prevention) in area(s) of expertise, bringing psychological knowledge and evidence-based/best practice processes into consideration
- Possess a good knowledge and understanding of diversity of the student population and school community (e.g., CALD, ATSI, disadvantage, disability, giftedness etc.) and principles and practices for inclusion

### **Administration**

- Keep and maintain individual records, files, notes and correspondence confidentially and within the accepted and written code of ethical and professional practice
- Produce reports of formal evaluations and assessments and communicate these with Associate Principals, Directors of Pastoral Care, Directors of Teaching and Learning, Year Coordinators and Learning Area Coordinators as well as the Principal, as required
- Provide the Associate Principals and Directors of Pastoral Care with regular summary reports of students being counselled or assessed
- Work in close cooperation with the Associate Principals, Directors of Pastoral Care, Directors of Teaching and Learning, Year Coordinators and Learning Area Coordinators and participate in relevant meetings involving each group, as required
- Attend regular professional meetings/workshops as required by registration

### **Pastoral Care**

- Demonstrate care and concern for the spiritual, emotional, social and academic development of students
- Provide a caring environment through the support of the Anglican ethos of the School
- Communicate concerns and proactively advise Principal as appropriate
- Support staff in the delivery of social/emotional programmes and advise on best practice, as required
- Support staff in their understanding best practice for students of need, e.g. learning disabilities, mental health issues etc
- Proactively advise the School on current best practice therapeutic trends and programs
- Assist in the response to critical incidents, in accordance with the School's policy

### **Extra-curricular**

- Attend staff meetings, as required
- Support School activities through attendance at various extra-curricular and social functions (e.g. attendance at Presentation Evening)
- Participate in the life of the school community as required, within the limits of ethical boundaries
- Flexibility regarding hours will be required on occasion

### **Other**

- Undertake other duties as required and requested by the Principal or the Principal's delegate

**ACKNOWLEDGEMENT**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

**SCHOOL PSYCHOLOGIST**

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date