



## POSITION DESCRIPTION

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|--------------------------|---|
| <b>Position name</b>     | <b>College Psychologist/Counsellor</b>  |
| <b>Employment Status</b> | Fixed term  |
| <b>Tenure</b>            | Concludes Friday 06 December 2024   |
| <b>Load</b>              | 0.16 (The equivalent of 1 day per week during term time)  |
| <b>Grade</b>             | 4.1 - 6.1 depending on qualification and experience   |
| <b>Key Relationships</b> | Reporting to the Senior College Psychologist, the position consults closely with the Director of Students and Wellbeing, Deputy Principal, Head of Mitcham Campus, Heads of Boarding, Heads of House and Home Group Teachers. |

### Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

### Position Objective:

This position supports the wellbeing of College students through the provision of psychological services within the College.

The role requires discretion, a high degree of autonomy and a commitment to working closely with other members of the psychology and broader wellbeing teams. The emphasis is on counselling and consultation to support students from ELC to year 12.

### Position Overview:

Working in a school is a unique environment for a psychologist and will require a willingness to learn about school structures, educational processes and other complexities that exist due to the nature of the institution. You will need great flexibility and an exemplary ability to foster proactive and positive relationships with a variety of staff, parents and students.

## Key Responsibility Areas:

### 1. *Counselling and support services*

- Student counselling services, mainly for students in Years 7-12 but also for younger students where deemed appropriate
- Consultative services for College staff in relation to their interactions with students
- Provide advice to the College and parents on appropriate referral options for students identified as needing additional assessment and/or support.
- Liaise with community agencies and specialists concerning student welfare.
- Support for students in crisis.
- Liaise with the College wellbeing staff for student support as required.
- Professional communication of relevant information and issues to appropriate Senior and other staff.
- Maintain professionally appropriate records
- Liaise with relevant wellbeing staff to develop and run groups and/or programs to support student wellbeing

### 2. *Special needs students, identification, and support.*

- Provide support for Learning Strategies Unit and other staff as needed e.g., behaviour management, guidance around social/emotional/academic learning, interpretation of psychological and other assessments, implementation of recommendations from professional assessments
- Student observations to assist teachers in the identification of students with special needs
- Assist and support teachers to communicate information to parents about students with special needs
- Assist and support teachers with their classroom learning and management strategies.
- Provide guidance to teachers and parents to assist in accessing appropriate external professionals
- Provide information and support for students, teachers and parents as students transition through the College
- Preparation and communication of information to staff and parents, in consultation with appropriate staff.

### 3. *Program Support*

- In consultation with the Head of House/Home Group Teacher and other relevant staff, provide guidance for students with complex needs.
- Participate in transition meetings for students
- Work with the Director of Students and Wellbeing, the Head of Mitcham Campus and the Senior College Psychologist to coordinate mental health programs
- Development and provision of evidence-based professional learning opportunities for staff
- Development and provision of seminars for parents addressing issues of psychological relevance to parenting/education etc

### 4. *General*

- Attend all staff meetings.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

### 5. *Work Health Safety and Wellbeing*

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies

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## Key Selection Criteria: Qualifications, Skills and Experience

### *Essential experience*

- Thorough understanding of contemporary student welfare and wellbeing practices.
- Demonstrated experience working with children and young people in a psychological capacity.

### *Essential Qualifications, Skills and Knowledge*

- Relevant tertiary qualifications and/or vocational experience related to the position. It is expected that professional development is undertaken to ensure best practice.
- A thorough understanding of child development, knowledge of psychoeducational assessment procedures, and experience with evidence-based therapeutic approaches for this age group.
- Strong digital capability

## Key Selection Criteria: Personal Attributes

- Ability to develop and maintain effective relationships with staff, students and parents from diverse backgrounds.
- Motivates and influences through communication and collaboration.
- A high degree of professional judgement and confidentiality.
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks.
- An ability to respond with flexibility to the dynamic needs of the school environment
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
- Management and interpersonal skills to work collaboratively with all stakeholders
- Well-developed problem-solving skills and proven experience in creating solutions.
- Outstanding verbal and written communication skills.
- Demonstrated personal resilience, an ability to work in a demanding role.

## Conditions of Employment:

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.

## Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

**Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.**