



College Psychologist

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, ensure that the students are able to acquire the skills necessary for 21st century learning and bring students to a knowledge and love of God.

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

The College Counselling Service is committed to the provision of quality professional services for staff, students and families, which adds value to the school's operations and programs. The team collaborates extensively with teaching and non-teaching staff to ensure strong outcomes for students. College Psychologists develop a full understanding of wellbeing programs and initiatives and offer their expertise in further developing and implementing these. College Psychologists work effectively as a team, are flexible, and open to new ideas.

Role Description

The College Counselling Service is committed to providing students and families of Emmaus College with quality psychological counselling support, to enhance students' personal, social and educational development. Reporting directly to the Assistant Principal Students and liaising especially with the Director of Students and House Leaders, the College Counselling Service is integral to the College-wide delivery of quality pastoral care and student wellbeing.

Essential Duties and Responsibilities include the following;

The College Psychologist provides psychological counselling, therapy and programs for individuals and groups for a range of mental health, emotional and family issues. ¹ This involves:

- experience and competence with individual psychological therapy, including a range of evidence-based therapies

¹ Note: - Counselling provided will be for a short time only and the student will be referred to an appropriate agency or individual. The College Psychologist is notified by staff when a student's progress is impeded by the recurrence of difficulties related to: social development, absenteeism, motivation, adjustment issues, depression, anxiety, self-esteem, illness, cognitive development, personality development, physical disability.

- familiarity and experience with evidence-based group programs for mental health issues and resilience building
- delivery of system level programs for students e.g. transition programs, peer support, study skills, remedial, etc.
- facilitating small group preventative and proactive programs for students (e.g. social skills and anger management)
- knowledge, experience and understanding of developmental disabilities
- psychological assessment of mental health issues involving clinical measures, clinical interview skills, and observation and information from other sources
- knowledge and understanding of mental health disorders and their relationship to child and adolescent development
- in consultation with the Assistant Principal Students the College Psychologist undertaking educational and psychological assessment as required ²,

The College Psychologist plans evidence-based interventions in collaboration with other staff, relevant professionals and parents. This may involve:

- communication and planning evidence-based interventions with school staff
- a good knowledge and understanding of diversity of the student population and school community (e.g. disadvantage, disability, giftedness etc.) and principles and practices for inclusion
- ability to coordinate and participate in a multidisciplinary team
- developing interventions to facilitate the educational services provided to students
- communication and evidence-based consultation with parents / guardians
- writing reports and professional letters
- liaison with external professionals and agencies
- referring parents and students to professionals or agencies as needed
- advocating for students with special needs and other issues

The College Psychologist collects, collates and maintains student information and records to meet legislative and system requirements to inform research and policy development, such as;

- keeping and maintaining individual records, files and notes
- collection, collation and maintenance of practice related data, e.g. caseload demographics, outcome measures
- maintaining an awareness of school community issues and events which may impact on the school, and work with staff to manage such
- informing the Assistant Principal and senior staff regarding current referral issues and suggest strategies to manage these

The College Psychologist will keep the Assistant Principal Students informed in relation to case load and student welfare issues as required. This involves

- meeting with the Assistant Principal Students on a fortnightly basis to inform him / her of the case load.
- providing advice to the Assistant Principal Students, the Director of Students and senior staff regarding the management of individuals, groups or events

² Psychologists are required to utilise appropriate, current, evidence-based instruments in their assessments

- providing advice to teachers, House Leaders and Assistant Principals concerning student welfare and management
- The College Psychologist assists the College to comply with reporting obligations under Child Protection legislation and guidelines as required

The College Psychologist participates as a member of school staff and provide psychological input to the development, implementation and evaluation of school or system learning programs, goals and outcomes.

This will involve

- attending administrative meetings (school staff and colleagues) as appropriate to their role
- contributing to school level policy input (e.g. behaviour, student well-being, supportive school community strategies)
- providing and facilitating professional learning and information for teaching staff, parents and other members of the College community as required
- writing items for the school newsletter on relevant issues
- developing interventions to assist students at points of transition

The College Psychologist responds to and assists schools and the organisation in their response to critical incidents and emergencies. This can require:

- knowledge of current evidence on the management of traumatic incidents
- participation in the development and review of school policies and plans for critical incident response
- assisting with school wide management of, and response to, critical incidents and emergencies
- providing individual and group support to students and families
- liaison with external service providers where necessary
- advising and supporting school staff and parents with managing their own responses ³
- Such other duties as may be required from time to time.

This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principal, shall be determined through consultation and agreement.

Skills and Qualities Required

This position requires that the applicant

- to be familiar with the PsyBA mandated APS Code of Ethics and Guidelines
- must be fully registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law (APHRA)
- a Masters level qualification in Psychology
- a Working with Children Check

³ The APS is aware that on some occasions, school psychologists must provide psychological support and self-management strategies to other members of school staff, for example those involved in critical incidents, or other significant events. Early intervention in the form of 'psychological first aid' in such circumstances is critical to reducing trauma and, and the likelihood of chronic stress response and post-traumatic stress disorder. It is also common that school psychologists may provide initial advice, but it is imperative that school psychologists refer staff members onto other service providers for ongoing therapy or counselling. (APS The framework for effective delivery of school psychology services March 2018)

- Criminal Records Check

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks. Normal hours of work are from 8.30 am to 4.30 pm or by arrangement with the Assistant Principal Students.

This is a full-time position. Salary will be in accordance with the VCEMEA (Victorian Catholic Education Multi Enterprise Agreement). This position is a Level 3 Psychologist Category A (unclassified) role. As a Category A School Services Officer, the College Psychologist would normally work during school term time only. The incumbent is entitled to 4 weeks' paid annual leave per year in accordance with Clause 25 of the VCEMEA.

Professional Review

This Position Description is intended as a framework for professional review.