



## **Position Description: Primary School Psychologist (0.4 FTE)**

**Commencing January 2023**

The Primary School Psychological provides psychological services to students within the Primary School, and when appropriate to parents/guardians and staff. Primary School psychological services may involve psychological assessments, counselling and consultation to students, parents/guardians, and school staff.

This Primary School psychologist (0.4 FTE) role is a job-share role with an existing school psychologist (0.5 FTE). Therefore, a willingness to work collaboratively and cooperatively, for the benefit of all stakeholders (particularly students), with the incumbent (0.5 FTE) psychologist is essential.

### **MAJOR DUTIES**

#### **General**

- Provide assessment services which may include formal psychological, cognitive, and psycho-educational assessment for students.
- Provide early intervention support (e.g., observation and screening assessments) to students.
- Counsel students, parents and staff as required using appropriate evidence-based approaches.
- Provide consultation to parents regarding student assessment feedback, queries, and concerns
- Provide consultation to teaching and educational support staff regarding student needs (e.g., Particular aspects of behavioural management and student support plans).
- Maintain records and notes of all consultation sessions using established counselling protocols and procedures.
- Work with the Principal, Deputy Principal Curriculum, Deputy Principal Student Services and Head of Learning Support and Enrichment K-12 to ensure clear individual case management support for individual students is established and maintained.
- Attend meetings with the members of the counselling team including School Counsellors, Psychologists and Chaplains.
- Monitor progress of students with significant learning or behavioural needs and use of behaviour management/support plans.
- Respond to, and act upon, internal/external enquiries with regard to ongoing counselling.
- Maintain necessary contact with external professionals who work with students from Mandurah Baptist College.
- Maintain professional reading to ensure awareness of best practice.
- Ensure professional standards, learning and supervision is maintained to ensure registration and quality program delivery.

- Participate in, or support, Professional Development, or student/parent programs to enhance staff, student and parent awareness of contemporary counselling issues and strategies for managing students. e.g., 1, 2, 3 Magic.

### **Operational**

- Attend regular meetings with the Primary Leadership Team.
- Liaison with external consultant Psychologists/counsellors.

### **Administrative**

- Contribute to Referral minutes.
- Maintain appropriate records and case notes.
- Complete assessment reports and assessment feedback in a timely manner.

### **Other**

- Be available to assist the whole College or any part thereof with effective crisis management, including as able, out of hours or on non-rostered day.
- Put into practice all Mandurah Baptist College policies and procedures as required.
- Endeavour at all times to demonstrate the College values in attitude and practice.
- Maintain a personal Christian faith.
- Support the Christian ethos of the College in attitude and practice.
- Seek to resolve differences constructively.
- Follow reasonable directions in relation to Work Health and Safety
- Other duties as requested by the Principal/Deputy Principals.

### **Performance Criteria**

Examples of Performance Criteria might include:

- Counselling is conducted in a professional manner in accordance with the guidelines and principles of the Australian Psychological Society and AHPRA- Psychology Board.
- Achieve management of a case within the time frames agreed between Psychologist and Principal/Deputy Principals.
- Consistent attendance at all scheduled meetings.
- Demonstrated consultation with external professionals, and communication of suggested strategies from professionals to teaching staff (where applicable).
- Demonstrated understanding of contemporary counselling issues as they relate to schools, students, and school communities.
- Demonstrated participation in, and/or development of Professional Development and student/programs that enhance awareness of contemporary counselling issues.

### **Knowledge Required**

- Knowledge of psychological assessment tools and processes.
- Knowledge and ability of how to manage and maintain confidential systems of records and management of information.
- Knowledge of counselling methodology.
- Psychological assessment skills.
- Report writing and excellent communication skills.
- Some knowledge of standard teaching and assessment methods for Western Australian Schools.
- Computer literate – familiar with Microsoft software applications and school databases E.g., SEQTA/TASS

- Good knowledge of external professional networks and services to refer students and families to for support outside of the college.

### **Skills Required**

- Strong teamwork and ability to effectively consult.
- Establish own work schedule to achieve designated goals.
- Process and respond to information.
- High level of management skills.
- High level of negotiation skills.
- High level of time management and organisational skills.
- High level of interpersonal skills.
- Able to process information to provide accurate reports and notes in current records and new records.

### **Attributes Required**

- Ability to multitask.
- Ability to work independently.
- Ability to meet deadlines and achieve agreed results.
- Ability to operate under pressure.
- Ability to absorb and learn new things quickly.
- Ability to be innovative and creative.
- Ability to work with confidential information and maintain confidentiality.

### **Qualifications**

- Registration as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA)'s Psychology Board of Australia.
- A Current Working with Children Check Card.
- Postgraduate qualifications in educational, clinical, or counselling psychology (desirable).
- Membership with peak professional groups such as the Australian Psychological Society or the Psychotherapy and Counselling Federation of Australia.

### **Experience**

Experience working in a Primary School (preferred) educational or a similar environment, with a track record of excellence in quality output, service, and an ability to manage pressure situations is required.

Rob Gratton

Principal

23/11/22