



# Position Description

## School Psychologist

*This position description should be read in conjunction with Sacré Cœur's School Psychologists Policy.*

### Introduction

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In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. Faith which is relevant in today's world.
2. A deep respect for intellectual values.
3. Building community as Christian value.
4. A social awareness that impels to action.
5. Personal growth in an atmosphere of wise freedom.

The Sacré Cœur curriculum is designed to engender the integral development of pupils, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment. To provide this co-operative learning environment, certain expectations are placed upon the student. The management of students involves teachers, parents and the students themselves as they learn self-discipline. A team approach is taken by all staff, but in particular, a pastoral team involves the Homeroom/Class teacher, the Year Level Co-ordinator/Head of Joigny, the Student Wellbeing Team, the Deputy Principal: Head of Senior School and the Student Wellbeing Leader (7-12). Close contact is maintained with parents, where appropriate.

### Responsible to:

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The Principal, through the Deputy Principal: Head of Senior School

### Key Requirements:

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1. Academic Qualifications
  - a. Relevant counselling training
  - b. Registration with the Australian Health Practitioners Regulation Agency (AHPRA)
  - c. Membership of the Australian Psychological Society
2. Experience with counselling adolescents and families
3. Experience working within a school setting
4. Understanding of the philosophy and spirituality of a Catholic school
5. Understanding of the issues facing girls and young women today
6. Ability to relate to a wide variety of students
7. VCE student experience preferred

8. Personal attributes which allow for the development of appropriate and productive relationships with staff and students
9. Contribution to a child-safe environment, familiarity with and compliance with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

## **General Responsibilities:**

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### **Counselling**

- Provide individual counselling for students P7-12
- Provide small group counselling/mediation for students P7-12
- Assess and refer students as needed
- Refer parents/guardians/families as needed

### **Liaison**

- Liaise with Teachers, Year Level Co-ordinators and the Student Wellbeing Leader (7-12)
- Liaise with the Principal and Deputy Principal: Head of Senior School as specified in the Counselling Policy
- Liaise with external professionals and agencies as required
- Liaise with parents/guardians/families when required
- Attend Student Wellbeing Management Team meetings

### **Case Management of students not undertaking counselling at Sacré Cœur**

- Liaise with external professionals, parents/guardians and School staff
- Attend regular fortnightly meetings with each Year Level Co-ordinator
- Attend regular meetings, fortnightly and when required with the Deputy Principal: Head of Senior School and Student Wellbeing Leader 7-12

### **Formal Assessments**

- Undertake Cognitive, Behavioural, Educational, Psychological and Observational Assessments
- Gather information through liaison with parents, staff and external professionals
- Prepare formal reports
- Provide formal feedback to parents
- Provide feedback to teachers within the guidelines of confidentiality
- Maintain records as appropriate.

### **Resources**

- Provide relevant wellbeing information and resources to staff, parents/guardians and students
- Contribute to relevant discussions, meetings and committees addressing wellbeing issues
- Offer professional development to staff on wellbeing matters.

## **Professional Development**

Undertake regular professional development via:

- Maintaining networks and attending meetings with counsellors from other schools
- Attending workshops and conferences relating to counselling and child/adolescent wellbeing
- Participating in collegial professional development with other Sacré Cœur Student Wellbeing Team

In order to maintain up-to-date knowledge in the areas of:

- Child/adolescent wellbeing
- Current issues relating to adolescent culture (e.g. technology, self-harm)
- Psychological interventions
- Relevant agencies and government services
- Government /community agency regulations (e.g. child protection, community policing)
- Risk factors for children and adolescents.

## **Specific Duties**

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- Be accessible to students for appointments
- Keep appropriate files and write reports as necessary
- Be accessible to staff for liaison regarding students
- Meet with the Student Wellbeing Team fortnightly
- Attend Staff Meetings
- Participate in relevant school functions, camps and information nights
- Present at parent forums as required
- Attend professional supervision provided by the School
- Participate in the Catholic Secondary Schools' Welfare Support Group (CSSS) meetings
- Supervise any Master in Psychology student on placement at the School
- Be actively involved in Pastoral Programs.