



The Scots College

Sydney Australia

Role Description – School Psychologist

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2017-2025

- 1. Position Title:** School Psychologist
- 2. Role Purpose:** Demonstrating sympathy and support for the Christian ethos of the College, being supportive of all aspects of College life, recognising the value and uniqueness of the individual, guiding the development of each student with a multidisciplinary approach.
- 3. Duration:**
- 4. Location:** Senior School Campus, Bellevue Hill
- 5. Responsible To:**
 - Head of Counselling Services
 - Ultimately responsible to The Principal
- 6. Principal Relationships:** Head of Counselling Services, T-12 Directors, Heads of Campus, Senior School Leaders, Head of Department Leaders, Students, Teachers, Parents/Carers, external allied health partners.
- 7. Key Accountabilities:** The Counselling Department provides a professional counselling service for students, parents and the staff within The Scots Community. The service offered by the Counsellor will seek to enhance the personal, social, behavioural, and educational development of the student. The position primarily covers the Senior School Campus. Teamwork and liaison with the Head of Counselling Services is integral to the role.

8. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Key Performance Indicators List the measures used to determine achievement of activities
Expectations of a College Counsellor	<ul style="list-style-type: none"> ● To be empathic to and actively supportive of the Christian ethos of the College. ● To work as a member of the Counselling Team and liaise with other teams including the Learning Enrichment, Honours, and Student Welfare Teams in the development and maintenance of Pastoral Care in the College ● To provide counselling for students and their families which aims to enhance their academic, social, behavioural, and emotional development ● Run proactive programs for students and parents that address issues including; making and keeping friends; controlling and expressing anger; and becoming more resilient ● To be responsible for the clinical and psychometric assessments and possible referral of students and their families ● Act as case manager where external specialists and agencies are involved ● Prepare student files that are subpoenaed by the Family Court ● Apply appropriate and evidence-based therapies. ● Attend Pastoral Care meetings ● Address staff meetings on aspects of support services available to students ● Assist in the design of age appropriate programs related to academic and personal development (e.g., behavioural modification, social skills) and to participate in conducting such programs ● To be involved in regular supervision and professional development requirements stipulated by the Psychology Board of Australia/ AHPRA and Australian Psychological Society 	<ul style="list-style-type: none"> ● Student and Parent/ Carer feedback ● Programs developed ● Student outcomes ● Quality of feedback to students, parents and staff

Assessment and Reporting	<ul style="list-style-type: none"> ● Psychometric assessments upon request 	<ul style="list-style-type: none"> ● Adherence to policy ● Quality & timeliness of Reports ● Student & Parent/Carer feedback ● Quality of records ● Moderation reports
Pastoral Care	<ul style="list-style-type: none"> ● Participate in the pastoral care program and organised activities ● Model a Christian example in all activities ● Communicate with students, colleagues and parents/carers in a respectful, clear, caring and professional way ● Establish rapport with students and provide ongoing encouragement ● Maintain professional confidentiality on information about students ● Seek advice, work cooperatively with and refer students to specialist staff where required ● Proactively communicate with Parents/ carers ● Provide professional support to colleagues in all areas of College life ● Communicate confidentially with appropriate senior staff any issues concerning student safety 	<ul style="list-style-type: none"> ● Student and Parent/Carer feedback ● Culture surveys
Policy Implementation	<ul style="list-style-type: none"> ● Contribute to and implement College policies and practices in a developmentally appropriate manner across the College. ● Ensure students' wellbeing, welfare and safety within the school by implementing school, curriculum and legislative requirements ● Monitor and minimise risk through implementation of College Risk management procedures ● Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching ● Support the Christian ethos of the College ● Comply with relevant legislative requirements, APS codes of ethics and conduct established by regulatory authorities, systems and the College ● Comply with the Counselling Policy and Critical Incident Policy 	<ul style="list-style-type: none"> ● Adherence to policy, procedures and legislation

Co-Curriculum and Sport	<ul style="list-style-type: none"> ● Participate in co-curricular/sporting activities within and outside College hours (including College camps) ● Provide the appropriate duty of care and supervision of students 	<ul style="list-style-type: none"> ● Participation ● Quality of program ● Student / colleague/ parent/ carer feedback
Related Duties	<ul style="list-style-type: none"> ● Attend fortnightly Counselling Team meetings. ● Representing the Counselling Department and making presentations at various parent and/or student information events. ● Respond to critical incidences across the College. ● Available to meet with parents, teachers, and allied health partners before and/or after school hours. ● Demonstrating sensitivity when making referrals externally for further screening or intervention. ● Inform and provide feedback to the Head of Counselling for all external referrals. ● Remain abreast of events and focus of each week and other important information occurring throughout the Senior School. <p>Engage in clinical supervision and peer supervision to meet CPD requirements</p>	<ul style="list-style-type: none"> ● Participation rates ● Stakeholder feedback
Professional Development	<ul style="list-style-type: none"> ● Set and implement individual work and professional development goals ● Participate in the regular performance appraisal process of the College ● Participate in professional development activities as recommended by the Head of Counselling Services 	<ul style="list-style-type: none"> ● Individual plans in place ● Participation rates

9 Essential Selection Criteria:

- Preferable membership of the APS and appropriate APS College, for example, College of Educational and Developmental Psychologists
- Registered with AHPRA
- Expertise and experience to fulfil the responsibilities outlined above
- Ability to work effectively as a leader and in teams
- Experience working with or having a good understanding of the need of boys
- Excellent written and communication skills
- Ability to give attention to detail as in record keeping and careful follow-up
- Experience working in the educational setting
- To be a professional with high ethics when working with staff, students and their families
- Propensity to recognise the value and uniqueness of each individual within the College community
- Commitment to one's own ongoing learning
- Professional and personal integrity
- Being flexible and open to change
- Being proactive and innovative
- Effective interpersonal communication skills
- Ability to work in a collaborative environment
- Organised and punctual with good time management skills