

# SCHOOL PSYCHOLOGIST/ SOCIAL WORKER



**SACRED  
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COLLEGE**

<b>YOUR TITLE</b>	School Psychologist or Social Worker	<b>WHO YOU REPORT TO</b>	Senior Psychologist
<b>YOUR TEAM</b>	Sacred Heart College	<b>WHO REPORTS TO YOU</b>	NA

**Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.**

<b>How do you contribute to the bigger picture?</b>	As a School Psychologist or Social Worker at Sacred Heart College your primary role will be to support and advocate for our students' wellbeing. You will use your expertise in mental health, learning and behaviour to support our students to succeed academically, socially, behaviourally and emotionally. You will be expected to partner with families, guardians, teachers, and all other key stakeholders to create a safe and supportive environment where our students' can strive to be the best they can be.
<b>Our values</b>	To go beyond ourselves with <b>Compassion Courage and Respect</b>
<b>Work requirements</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>• National Police Clearance</li> <li>• Working with Children's Check</li> <li>• Fully qualified Psychologists and or Social Workers with the appropriate memberships / registrations.</li> <li>• Tertiary qualifications in, Psychology and or Social Work is essential</li> </ul>
<b>Award</b>	Non-Teaching Staff EBA <a href="http://internet.ceo.wa.edu.au/Employment/Documents/">http://internet.ceo.wa.edu.au/Employment/Documents/</a>
<b>Where and when you will be working</b>	Within Sacred Heart College, full time, 8:00am – 4:00pm. Clinicians are entitled to the same holidays as teaching staff in return for reasonable out of hours work such as parent forums, student retreats or activities requested by the College Executive.
<b>Key relationships</b>	Students, parents, guardians or relatives of student, all College Executive, all College staff, psychology team, colleagues and external groups and or agencies.



### Knowledge, Experience and Skills

You will be required to demonstrate the following competencies/skills:

- Build rapport: demonstrate the ability to work collaboratively to build rapport with students, parents and all College employees to develop respectful, inclusive and positive working relationships.
- Emotional Intelligence: demonstrate ability to accurately pick up on emotions in other people and understand what is really going on. The ability to use own emotions and to manage interactions successfully.
- Communication Skills: demonstrate excellent written and oral communication skills and can effectively communicate with diverse groups of people.
- Compassion: demonstrate the ability to be compassionate and trustworthy and can empathise with students situation, put the student at ease and make them feel comfortable.
- Open – minded: demonstrate the ability to be open-minded and tolerant of all kinds of students and their situations. The school psychologist will also be flexible, adaptable and use a range of evidence based psychological approaches.
- Expect high standard: demonstrates the ability to grow a culture where students can be the best they can be.
- Effective feedback: demonstrates the ability to respectfully assess and provide feedback to students, parents and the College on the achievement of students' health and wellbeing.
- Demonstrate time management skills, to be highly organised and adaptable to changing priorities.
- Behaviour management: demonstrate the ability to build student relationships through setting clear expectations. Ensure the wellbeing and safety of all students. Adhering to the College's Behaviour Management Policy.
- Ethics: Fully comply with requirements for registration with AHPRA, AASW/ AMHSW as relevant.
- Demonstrate ability and willingness to uphold College values of Respect, Courage and Compassion.

### The standards you need to meet/ what you will need to do – key activities

### School Psychologist

Your responsibilities as a clinician include:

#### 1. **Counselling:**

- Provide assessments and therapeutic interventions to students based on evidence based best practice (including group work where appropriate).
- Provide consultative advice and support to parents and staff regarding the psychological, emotional, social and learning needs of students.
- Action referrals and determine the most appropriate course of action.
- Make referrals to and liaise with outside agencies and professionals, when appropriate.
- Attend case conferences with parents, teachers and external stakeholders regarding a student's needs when required.
- Advocate for staff wellbeing and provide staff with referrals to external support services as required.
- Maintain the confidentiality of all clients, and work within the accepted and written code of ethical and professional practice.



- Communicate evidence-based plans to relevant school staff, parents and or outside professionals/agencies.
- Undertake risk assessments when required.
- Ensure confidential records are maintained and kept up to date in a timely manner.
- Respond to any crisis by providing appropriate support to the school in collaboration with Senior Psychologist.
- Maintain a confidential, well organised and up to date case file management system.
- In collaboration with other College Psychologists raise the profile of the psychological services offered within the College.
- Ensure Senior Psychologist and Principal are kept informed of serious matters.

### **2. Pastoral Care:**

- Assist in the development and delivery of Pastoral Care Programs relevant to the age-appropriate needs of the Year Group.
- Provide professional development to staff on relevant topics as required.
- Deliver parent education presentations and courses as required.
- Participate, where appropriate, in the development of relevant policies and procedures, within your area of competence.
- Support the school community in the event of a critical incident.
- Be a member of the Student Services team.

### **3. Learning/Psychometric Assessment – (School Psychologist only)**

- Identify and assess the needs of students experiencing learning difficulties.
- Where appropriate, administer Psychometric assessments and complete written reports.
- Provide summarised results of Psychological assessments to support funding applications for students with special needs.
- Communicate results from assessments and interventions to parents both orally and in writing when appropriate.
- Assist in the development of individual education, curriculum adjustment and behaviour support plans.
- Work with the Head of Learning Support to provide appropriate information to teaching staff to enable them to meet the educational needs of students with learning difficulties.
- Confidentially maintain and store appropriate psychological testing and therapy materials and equipment.
- Case manage applications to the School Curriculum and Standards Authority for special examination consideration for Year 12 students.

### **4. General Administration duties:**

- Attend relevant whole school staff meetings.
- Attend parent/ teacher nights (if requested)
- Attend transition and orientation days.
- Attend school events such as Awards Night and Sacred Heart Day.
- Maintain and upgrade professional skills relevant to the profession.
- Attend necessary and appropriate inter agency meetings.
- Participate in co-curricular activities when required.

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	<ul style="list-style-type: none"> <li>Maintain an awareness of school community concerns and events which may impact the school and students.</li> <li>Attend to other duties as directed by the Senior Psychologist.</li> </ul>																
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Fully qualified Psychologists, Counsellors, Social Workers with the appropriate memberships / registrations.</li> <li>Tertiary qualifications in, Psychology and or Social Work is essential</li> <li>Training and clinical experience in counselling adolescents.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>High level knowledge of current psychology practices.</li> <li>Master's Degree in Psychology.</li> <li>Educational and Development Psychologist area of endorsement.</li> </ul>																
<b>Decision making</b>	<ul style="list-style-type: none"> <li>Decisions regarding the health and wellbeing of students.</li> </ul>																
<b>What success looks like:</b>	<ul style="list-style-type: none"> <li>Positive feedback from student surveys</li> <li>Positive feedback from College employees and parents</li> <li>Student's academic performance.</li> <li>Demonstrated ability to meet expectations of College Executive.</li> </ul>																
<b>Your work, health and safety responsibilities</b>	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> <li>Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises. School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.</li> <li>Ensure understanding and compliance of the College OHS policy</li> <li>Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.</li> <li>Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.             <ul style="list-style-type: none"> <li>Proper use of any personal protective clothing or equipment supplied to you.</li> <li>Not misusing or damaging any equipment you use.</li> <li>Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property.</li> </ul> </li> </ul>																
<b>Code of Conduct</b>	You are responsible for ensuring you act within the framework of the College's Code of Conduct.																
<b>Ongoing professional development</b>	Strive for personal excellence: You are required to participate in an annual performance review.																
<b>Sign off</b>	<table border="1"> <tr> <td>Leader name:</td> <td></td> <td>Employee name:</td> <td></td> </tr> <tr> <td>Leader signature:</td> <td></td> <td>Employee signature:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> <td>Date:</td> <td></td> </tr> <tr> <td colspan="2">Document last updated:</td> <td colspan="2">May 2023</td> </tr> </table>	Leader name:		Employee name:		Leader signature:		Employee signature:		Date:		Date:		Document last updated:		May 2023	
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**Organisational structure of role:**

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