



## Position Description: College Psychologist

### Introduction to the College

Established in 1984, Lumen Christi College is a Catholic co-educational secondary school located in the suburb of Martin and serving approximately 1000 students from Years 7 to 12. The College name, Lumen Christi, or *Light of Christ* reflects our Catholic identity and calls all members of the College Community to be a 'light for others', acting as agents of change in creating a more just society. The College is an inclusive, creative learning community centred in Christ and committed to the education of each student in an ever-changing world.

Lumen Christi College is committed to the pursuit of excellence in every sphere of life. Students participate in a range of faith formation activities, Christian Learning Service and Learning Support Programs. They are also encouraged to engage in co-curricular options which include specialist opportunities in Sport, The Arts, Student Leadership and various community-based initiatives. We enjoy a strong reputation for the excellent pastoral care of our students. The College Staff are strong role models who value the dignity and worth of each and every student and who strive to create a positive learning environment in which the personal needs of all students are catered for.

### Role

The role of College Psychologist at Lumen Christi College is suitable for a qualified, committed and caring professional with a genuine desire to support and improve the psychological, emotional, social and learning needs of students. This is a significant role within the College, making a genuine difference to the overall wellbeing of our community in addition to improving the quality of life of the individual students with whom the Psychologist works.

This role includes aspects of counselling, pastoral care and learning/psychometric assessments. This work will be undertaken with due regard for the ethos of Catholic Education and within the guidelines of the Australian Psychological Society Code of Practice. The College Psychologist will support the Principal, the Staff and the College Community in fulfilling the Mission of the College.

### The Role Details

- **Accountability:** Principal
- **Reporting:** Vice Principal
- **Conditions of Employment:**
  - This position is covered by the Catholic Education Non - Teaching Staff Enterprise Bargaining Agreement 2014.
  - **Tenure:** Ongoing. A regular schedule of reviews shall be established for this role.
  - **Probationary Period:** In accordance with the Non - Teaching Staff Enterprise Bargaining Agreement 2014 (Part IX) – No.70. “When a psychologist accepts an appointment within a Catholic school in Western Australia for the first time, the appointment is probationary and as such the psychologist is subject to professional appraisal in the second year of employment so as to determine suitability for on-going employment.”

## **Key Responsibilities:**

### **Counselling:**

- Keep thorough and detailed notes of student counselling sessions
- Provide assessments and therapeutic interventions to students based on evidence based best practice
- Facilitate group work in areas that require targeted prevention or intervention such as resilience or grief and loss programs
- Provide consultative advice and support to parents and staff regarding the psychological, emotional, social and learning needs of students
- Make referrals 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, mindful of working within a school context.

### **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 policies and procedures, within the area of competence of the psychologist
- Support the school community in the event of a critical incident
- Be a member of the Student Services Team
- Be a member of the Crisis Management Team.

### **Learning / Psychometric Assessment:**

- Identify and assess the needs of students experiencing learning difficulties
- 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
- Liaise with other key College Staff in the case management of applications to the School Curriculum and Standards Authority for special examination consideration for Year 12 students.

### **General Duties:**

- Attend staff meetings as required
- Attend parent/teacher nights as required
- Attend transition and orientation days for incoming students
- Submit and manage allocated budget
- Maintain a confidential, well organised and up to date case file management system

- Maintain and upgrade professional skills relevant to the profession and in consultation with the College Executive Leadership Team (ELT)
- Attend inter agency meetings as required
- Participate in co-curricular activities as appropriate
- Undertake other duties as required by the Principal or delegate.

#### **Team Contribution:**

- Ensure a friendly, helpful and professional demeanour at all times
- Demonstrate a high level of interpersonal skills
- Create positive and open communications to deliver the best possible outcomes
- Ensure systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continuously improve such systems and processes
- Demonstrate a flexible approach to the role
- Support others and facilitate a team orientated professional environment
- Demonstrate the ability to work independently and within a team environment
- Demonstrate strong time management and organisational skills, including the ability to meet deadlines
- Demonstrate the ability to work with a wide range of staff and to build meaningful and professional relationships with students and families
- Demonstrate an ability to work with different groups in coordinating events.
- Contribute to a positive and vibrant workplace.

#### **EXPERIENCE AND QUALIFICATIONS:**

##### **Essential**

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the Lumen Christi College Community
- Appropriate Tertiary Qualifications.

##### **Desirable**

- Experience and proven performance in a similar or related role within a school environment or other related working environment
- Completed Accreditation to work in a Catholic School
- A strong sense of purpose consistent with the College Mission
- Demonstrated effective leadership and strong interpersonal skills
- An ability to lead and facilitate change within a collaborative and innovative environment
- A proven ability to work in a collaborative environment
- Knowledge and experience of contemporary practices in the engagement of student welfare initiatives
- A demonstrated ability to assist in the development of community amongst staff, students and parents
- A proven ability to work in a highly organised manner, including adherence to deadlines and a knowledge of policies and procedures
- Have, or be willing to acquire, training in specific student-related programs such as: Gatekeeper Training, Suicide Prevention, Positive Education, Mental Health First Aid etc.

On appointment, the successful applicant will be required to:

- Have/obtain a current Working with Children Check (WWC)
- Have/obtain a current Crimtrac Police Clearance
- Undergo Mandatory Reporting Training
- Acquire and/or maintain relevant Accreditation requirements to work in a Catholic School.

**Special Conditions:**

- Some flexibility of hours may be required to facilitate effective input and involvement in the full scope of this position. This is likely to require the incumbent to attend a range of meetings, case conferences parent meetings, particular College events etc.

*August 2020*

### Important Information for Applicants

In applying for this position, you will be providing the College with personal information. Personal information, contained in the application or on your resume, will be collected in order to assess your application. This information may be stored by the College, but will not be disclosed to any third party without your consent.

It is your responsibility to inform nominated referees that you have passed on their contact details and the reason for this. All nominated referees of short-listed candidates will be contacted. Non-nominated referees may also be contacted.

You may seek access to personal information held about you if you are unsuccessful for the position. However, there will be occasions where this is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

Application forms and other personal information of unsuccessful applicants will be destroyed on completion of the appointment process, unless you give signed permission for your application to remain on file.

Your application must include the appropriate documentation required for the position. These documents must have been acquired within the last two years.

Contact details for the College: Lumen Christi College  
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