



**ST EDMUND'S COLLEGE**  
CANBERRA · EST 1954



**EDMUND RICE EDUCATION**  
**AUSTRALIA**

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

### **College Psychologist**

Commencing as soon as possible and finishing on Friday 8 December 2023.

Please see the Role Statement below for information regarding this role.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain Application Information. In addition to the documents and information requested, please also provide a statement no longer than three A4 pages addressing the role requirements. These are listed in the Role Description.

Contact Mrs Mikhala Andersen on via [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au) if you have further questions.

Applications close: 5pm Tuesday 21 March 2023, addressed to:

The Principal  
St Edmund's College Canberra  
110 Canberra Avenue GRIFFITH ACT 2603  
Or email to [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au)



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## **Role Description: College Psychologist**

### **GENERAL**

The College Psychologist is a temporary full time role reporting to the Principal through the Assistant Principal – Student Wellbeing. The College Psychologist provides individual and group therapeutic interventions to various members of the College community. They are a key member of the Student Wellbeing Team and play a significant role in providing professional support services for the support and development of the students at the College.

### **RELATIONSHIPS**

- Principal
- Assistant Principal – Student Wellbeing
- Heads of House
- Head of Diverse Learning
- College Students, Staff and Families

### **POSITION PURPOSE**

The psychologist at St Edmund's College is an essential member of the Wellbeing team. Specifically, the College psychologist:

- Supports the provision of a child-safe environment that complies with the Child Safeguarding programs, the EREA Child Safeguarding Standards Framework, National Catholic Safeguarding Standards and the ACT Children and Young People Act and implements best practices in accordance with these policies.
- Provides case management, counselling, and other forms of therapeutic intervention for students, both individually and in small groups.
- Conducts and provides cognitive assessments and other forms of diagnostic assessments in the identification and support of students with additional needs.
- Contributes to the planning and support of students with additional needs, including the gathering of data for the Nationally Consistent Collection of Data (NCCD)
- Responds, as a part of a team, to any critical incidents or emergencies that may arise within the College or community.
- Delivers professional support services, professional learning and advice to staff in the support of student's well-being needs.
- Educates and raises awareness of the range of personal, social and community issues that impact students, families, staff and the broader community within areas of wellbeing and mental health.

## DUTIES

The College Psychologist:

- Is responsible for the provision of counselling and other forms of therapeutic intervention in response to the emotional and behavioural needs of students and staff across the College.
- Provides small group therapeutic interventions which includes: The Brave Program, Seasons for Growth, Cool Kids and other programs as determined by the Pastoral Care/Wellbeing Team on an annual need's basis.
- Prepares Personalised Plans in collaboration with the Head of Diverse Learning for students with Social and Emotional needs and case manages these students with their Heads of House.
- Maintains a network of relevant external support agencies and health professionals, and refers students, staff and families as required.
- Initiates and maintains communication with external agencies in supporting the wellbeing of students and families.
- Develops, fosters and maintains consultative practices with external service providers which offer professional and pastoral services required by the College community.
- Conducts and provides psychometric and psycho-educational assessments or screeners, which includes the preparation of detailed reports for families to inform professional practice for adjustments for the Nationally Consistent Collection of Data (NCCD).
- Conducts biopsychosocial assessments of students which includes mental health, learning concerns, social issues, grief, family concerns, students at risk and trauma.
- Assists the College Principal in responding to, reporting, planning and monitoring child safeguarding matters which includes mandatory reporting and/or safety management planning in a timely manner.
- Develops in consultation with the Wellbeing Team education programs for students, staff and families which respond to individual, familial and societal needs in collaboration with external service providers. This may include issues such as substance abuse, suicide, bullying or cyber safety.
- Maintain accurate and up-to-date student records which includes the provision of relevant documentation to the AP-Wellbeing and Diverse Learning Coordinator for inclusion in the NCCD.
- Provides professional opportunities for staff in areas pertaining to student wellbeing, current social issues or student management.
- In consultation with the Wellbeing Team, assist in College and classroom presentations and discussions regarding wellbeing, mental health, mental fitness, drug and alcohol education, resilience and other topics identified as requiring attention.
- Contributes to the fostering of the wellbeing of staff through professional support and counselling. This is done by assisting staff to access their own support services or provide specific counselling within available time frames or within the skills of the practitioner.
- Representative on the College Critical Incident Team and responds to critical incidents, including deaths, major traumatic events or suicide, in a timely and effective manner at the direction of the College Principal.
- Collaborates with the Wellbeing Team and Personal Formation Coordinator in the development of Formation programs and initiatives.

- Other appropriate duties as assigned by the College Principal or Assistant Principal – Student Wellbeing.

## **RESPONSIBILITIES AND EXPECTATIONS**

The College Psychologist:

- Promotes and lives by the vision, beliefs, ethos of Catholic and Edmund Rice tradition in every aspect of College life.
- Encourages and participates in the liturgical and celebratory life of the College and wholeheartedly supports the Identity of the College
- Engages in ongoing professional learning and stays abreast of current practices, in regard to their role as a school psychologist.
- Attends EREA counsellor meetings.
- Maintains professional skills through activities such as reading, professional development, study, clinical supervision peer networking and self-evaluation.
- Maintains up-to-date records of student interventions that support and provide evidence for the NCCD.
- Receives referrals from teachers, parents, students and other sources and assess and determine appropriate interventions or supports.
- Maintains strict confidentiality in matters pertaining to individual staff, students and their families.
- When required, represent the College at conferences, court hearings, seminars or other events.
- Assists in the formation, development and implementation of College Policies and strategic directions.
- Is aware of Workplace Health and Safety regulations and actively ensures these regulations are implemented and maintained within the work area.
- Be flexible to the need to attend staff meetings and professional learning activities outside of regular rostered workdays.

## **ROLE REQUIREMENTS**

- Current registration as a practicing Psychologist through the Australian Health Practitioner Regulation Authority (AHPRA).
- High level professional and personal knowledge and skills in leading individual and small group therapeutic interventions.
- Ability to write effective individual plans to support the educational and developmental needs of students.
- Ability to conduct a variety of cognitive and other forms of diagnostic assessments.
- Excellent written and verbal communication skills including the ability to write and/or present to parents and staff.
- Excellent ICT skills and ability to maintain accurate and comprehensive records.
- Ability to priorities and manage workload and reorganise tasks to reflect changing priorities.
- Committed to supporting the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

## **CONDITIONS**

The successful candidate will be employed under a common law contract. This role is not covered by the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023 (the Agreement), and subsequent Agreements, however, leave entitlements and pay increases will be in accordance with the Agreement.

- Must maintain current Working with Vulnerable People and AHPRA registrations.
- 40 weeks per year (negotiable).
- Full-time during term time (negotiable)
- Pro-rata of annual full-time salary of \$136,000.