



**Penola**  
CATHOLIC COLLEGE  
EST. 1995

## **Psychologist Education Support Officer**

### **Penola Catholic College**

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that caters for years 9 to 12 and a total college enrolment of approximately 1480 students. Penola Catholic College promotes the safety, wellbeing and inclusion of all children.

### **Statement of Purpose**

The Psychologist is responsible for the provision of assessment and counselling of individual students, referred to support the social, emotional, cognitive, behavioral and educational development of the student/s. The Psychologist provides both individual and group interventions with the aim of being proactive and preventive. The Psychologist is aware of the confidentiality and privacy of information for students. To ensure students educational and social emotional needs are met Psychologists must disclose where possible information to relevant staff members.

### **Job Title**

Psychologist

### **Reports to**

Head of Campus Broadmeadows (Deputy Principal – Students), Business Manager and the Principal.

### **Responsibilities and Accountabilities**

- Meet with individual students referred by their parent, teacher, Year Level Co-ordinators, Heads of Campus or self-referred to the Student Services Department.
- Provide counselling to students by offering an individualised treatment plan.
- To refer students to appropriate external agencies (if appropriate / required) and to continue to case manage these students to ensure they are receiving ongoing support for school-related issues, when appropriate.
- To liaise with staff such as subject teachers, homeroom teachers, Year Level Co-ordinators, Co-ordinator of Students, Head of Campus, and Principal about individual

students. Communication should be provided in Student Wellbeing Meetings, one-on-one discussions, email and phone calls.

- To increase awareness, understanding and skills of staff in the school community on issues relating to students' mental health, and wellbeing including primary prevention and early intervention.
- To provide leadership and support in the identification of emerging wellbeing issues and support with regards to establishing appropriate prevention and intervention measures.
- Undertake cognitive assessment, educational assessment and mental health assessment of students as required.
- Liaise with parents where appropriate.
- Provide information to staff as necessary about specific students or programs.
- Liaise with Student Wellbeing Officer regarding support programmes for students.
- Ability to lead group student wellbeing / social skills and other programmes when appropriate.
- Perform such other duties as may be required by the Principal/or Principals nominee (eg. Head of Campus Broadmeadows (Deputy Principal – Students) and/or Business Manager).

### **Experience and Qualifications**

- Ability to complete cognitive and educational assessments using appropriate instruments.
- Ability to prepare psychological reports as requested by the College and outside agencies.
- Relevant training in counselling skills.
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.
- To have excellent communication skills.
- Be able to build rapport with the Penola Community including parent's students and staff.
- Be highly organised, motivated and able to show initiative.
- Experience in Microsoft Office, Outlook, and Synergetic.
- Hold a current Working With Children Check and Police Record Check
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

### **Annual Review Meetings**

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / inservicing done in support of the role
- Time Management in the fulfillment of the role
- Organisational skills and competencies used in the aspects of the role

- ICT Skills used and developed in the role
- Successes/Challenges that the role encounters

### **Meetings**

Attend staff meetings and other meetings as required.

### **Salary and conditions**

The Psychologist is an Education Support Employee Category B Level 4 (work during school term) in line with the *Victorian Catholic Education Multi Enterprise Agreement 2013*. The Psychologist is a full time six month fixed term position.

### **Professional Development**

Relevant professional development can be accessed by the Psychologist.

### **Occupational Health Safety**

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.