

# POSITION DESCRIPTION



METHODIST  
LADIES'  
COLLEGE

## Psychologist Years 7-12

<b>Reports to:</b>	
Deputy Principal Early Learning to Year 6	
<b>Department/Section:</b>	
Psychology	
<b>Key Relationships:</b>	
<b>Internal</b> <ul style="list-style-type: none"><li>• Students</li><li>• Principal</li><li>• Deputy Principal</li><li>• Head of Middle and Head of Senior Years</li><li>• Heads of Year</li><li>• Director of Boarding</li><li>• Head of Inclusive Learning</li><li>• Nurses</li><li>• Teaching and support staff</li></ul>	<b>External</b> <ul style="list-style-type: none"><li>• Parents and Guardians</li><li>• Specialist Service Providers</li></ul>
<b>Qualifications, Skills and Experience:</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Full registration with AHPRA-Australian Health Practitioner Regulation Agency</li><li>• Experience in an educational or clinical setting working with children ages 5-12 and parents/guardians</li><li>• Knowledge of evidence-based interventions for individuals, with an emphasis on academic, social and emotional challenges</li><li>• Experience in administering and or interpreting cognitive, behavioural and educational assessments</li><li>• Knowledge of, or willingness to learn Diverse Learning practices and SCSA regulations.</li><li>• Experience with, or knowledge of contextual wellbeing practices in schools</li><li>• Ability to build positive relationships with staff, students and parents</li><li>• Excellent communication, organisational and interpersonal skills</li><li>• The ability to work both independently and collaboratively, as part of a multidisciplinary team</li></ul>	
<b>Desirable</b> <ul style="list-style-type: none"><li>• Masters degree in Psychology</li></ul>	
<b>Role Responsibilities:</b>	
<b>Therapeutic Counselling &amp; Consultancy</b> <ul style="list-style-type: none"><li>• Triage diverse referrals relating to mental health, socio-emotional, school or family issues) from Students, Parents, Heads of Year, Director of Boarding, Nurses or others</li></ul>	

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- Provide high level individual counselling, competently applying evidence-based therapeutic interventions (e.g., CBT, ACT, Solution-focused therapy, DBT)
- Facilitate group evidence-based support programs as determined by needs of the cohort (e.g., mindfulness, social skills, study/motivation skills, sleep hygiene)
- Perform risk assessments and manage/monitor at-risk students, responding to crises and working as part of a Crisis Response team.
- Provide consultative support and communicate students' needs to parents/guardians when concerns relative to their child are impacting on their progress
- Provide consultative advice/support and inform teachers on how to recognise and respond appropriately to youth mental health issues
- Liaise with relevant members of staff and provide appropriate feedback, support and advice
- Collaborate with the Head of Inclusive Learning and Inclusive Learning Staff to identify students who require additional support and provide recommendations for teachers to assist them with meeting the educational needs of each student

### Assessment

- Complete psychological assessment and apply clinical case formulation skills
- Conduct psychological assessment and initial diagnoses including but not limited to: clinical interview, additional information sources, session engagement, observation, psychometric measures and criteria according to DSM-5-TR or ICD 11)
- Determine the requirement and appropriateness to refer to external agencies/professionals, and prepare referrals as required
- Liaise with external agencies/specialists and maintain ongoing case management as required
- Administer and or interpret cognitive, behavioural and educational assessments and psychometric measures
- Provide written psychological reports/correspondence as required
- Communicate appropriately results of psychological testing and recommendations from interventions, to parents and appropriate teaching staff
- Provide case management for students with mental health diagnoses, to support application for special examination arrangements for ATAR Examinations

### Holistic Wellbeing

- Support the academic and pastoral care programmes through individual student case management
- Assist in the organisation and implementation of programmes, focusing on developmental concerns of students or year group
- Organise and/or deliver professional learning and development for staff

### General Duties

- Comply with College policies and procedures
- Attend regular Pastoral meetings
- Maintain confidentiality for all clients and work within the accepted and written codes of

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ethical and professional practice

- Maintain an appropriate confidential record system in line with APS and AHPRA guidelines
- Select, store and maintain appropriate psychological resources
- Develop and extend own professional skills and knowledge through engagement with a range of professional learning experiences (e.g., Continuing Professional Development, peer supervision) to maintain requirements for AHPRA registration.
- Other duties as may be directed by Deputy Principal
- Participate in MLC events/co-curricular activities (e.g., sports carnivals, House Activities, parent information events). On occasion, this position may require working outside of standard working hours.
- Promote and demonstrate the College's vision, mission and values