



The Glennie School Position Description for

School Psychologist

REMUNERATION:	Commensurate with the Anglican Schools' remuneration scales
QUALIFICATION LEVEL:	A minimum of 2 years' experience working with children and adolescents in a mental health field and must be registered with the Psychology Board of Australia.
SUPERVISOR:	Dean of Students
POSITION DETAILS:	Permanent, full-time, term-time position
PERFORMANCE APPRAISAL:	A six-month probation period will apply from date of initial appointment. Annual Appraisal Reviews will be conducted by The School annually after date of initial appointment.

POSITION SUMMARY

The School Psychologist provides professional counselling to students and, at times, staff as part of the student support services offered within The Glennie School's pastoral care system. The role aims to improve student wellbeing and academic success by offering preventative and brief early psychological interventions.

The role will provide professional expertise, leadership and support to the school community and networks in the development and implementation of plans, programs and procedures to assist students in achieving positive educational, developmental and lifelong learning outcomes.

The School Psychologist will contribute towards and is accountable for the provision of a comprehensive student support program that is responsive to the identified and changing needs of students.

PERSONAL ATTRIBUTES AND GENERAL PREREQUISITES OF STAFF AT THE GLENNIE SCHOOL

The personal attributes and skills expected for a position at Glennie include the ability to:

- demonstrate support for, and empathy with, Anglican values and beliefs together with the School's mission, vision and philosophy

- comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other School policies
- maintain confidentiality in all matters relating to students, parents and staff
- demonstrate well-developed interpersonal skills, displaying the Glennie Values (Respect, Compassion, Courage and Integrity) and a caring attitude towards all members of the Glennie community
- ensure daily behaviour and dress standards are professional, and adhere to the School's Code of Conduct
- demonstrate effective organisational and time management skills, meet deadlines and display initiative
- be responsible and accountable for personal performance
- display a positive and congenial manner
- be able to work independently and with minimal supervision
- demonstrate effective IT skills appropriate for the position
- be committed to continue self-improvement through professional learning
- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Principal reserves the right to modify the position to meet the operating and educational needs of the School
- be aware of, and be able to act on, school emergency procedures and carry out Workplace Health and Safety (WH&S) obligations of the School as indicated in the School online induction training program and Staff Handbook
- undertake other reasonable and relevant duties as directed by the Principal or her representative
- support the School's staff mission statement
- advocate for all areas of The Glennie School at all times

DUTIES AND RESPONSIBILITIES

The expectations, duties and responsibilities of the School Psychologist will include, but not be limited to the following:

Community

- Provide counselling to students experiencing significant social, emotional, physical, and academic concerns
- Fulfil responsibilities as a designated Student Protection Officer with respect to the School's Student Protection policy
- Conduct appropriate assessment of student needs, brief therapeutic interventions, follow-up support, and educational support recommendations to students, teachers and parents
- Devise, in consultation with the Pastoral Care team, appropriate strategies to enhance the welfare and educational outcomes of students
- Advise the Executive regarding student welfare, special consideration needs and other recommendations pertaining to student well-being, learning, and relationships
- Refer students to external agencies including psychiatrists, general practitioners and psychologists as required. This will require consultation with the parents

- Maintain confidential documentation of student sessions, records of phone contact with parents, medical specialists and relevant agencies such as Child Safety and the Police
- Manage appointment bookings and notification of appointment times to students through the tutor/ class roll and with the aid of the Academic Administration Officer/ Junior Years Reception
- In conjunction with the Pastoral Care team develop and facilitate group activities (workshops, seminars, group counselling) for students, staff and community members to promote and enhance positive mental health and personal wellbeing
- Provide early intervention which addresses the emerging needs of at-risk students, aimed at reducing the likelihood of long-term negative impacts, this will include educating students, staff and parents on emerging issues and current trends
- Maintain an awareness of school community issues and events which may impact on students and staff at the School, and work with staff to manage these
- Provide a regular report to the Dean of Students that includes statistics and details of the students seen during the term while maintaining appropriate student confidentiality
- Conduct home visits in exceptional cases, for example in the case of prolonged school refusal
- Effectively publicise the role of School Psychologist to staff, students and parents to ensure that services are available to all, including those most in need.

Professional Support to the School

- Contribute to the development, implementation and evaluation of school programs, policies, goals and outcomes
- Be a resource person for staff on matters related to students' personal welfare and emergent staff welfare matters
- Provide appropriate professional development for School staff, in particular, Heads of House (as required)
- Assist with any program which will contribute to the emotional or psychological welfare of staff or students
- Assess and provide advice on the suitability of external training courses such as parenting programs/groups

Crisis Management

- Provide assistance to the Executive on matters relating to crisis management and critical incidents; taking a leading role in implementing Counselling Services

Professional Expectations

- Abide by the Australian Psychological Society's Code of Ethics
- Balance the ethical issues of privacy and confidentiality for each student with the appropriateness of sharing information with others, and maintain a comprehensive and professional record keeping system that complies with policy and legal requirements of parental and legal access to official records
- Maintain up to date and professional case notes on all counselling sessions with individual students

- Maintain client confidentiality except where client permission has been given or in circumstances in which the School Psychologist believes students are in immediate danger to themselves or others. In such cases, the Principal should be immediately informed. The Dean of Students and/or the Principal should be alerted to any situation that is illegal or is of a serious nature e.g. a potential Family Law matter, bullying issue or any issue that may be adversely affecting a student's behaviour or performance
- Participate in ongoing professional development as required for continuing professional registration
- Prepare and implement professional and personal skill development programs and in-service activities for administrators, teachers and parents

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School
- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School
- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure 2018

Please forward applications including appropriate qualifications and the names and the contact details of three Professional Referees (external candidates) or two Professional Referees (internal candidates) to:

Human Resources Manager
 Mrs Sabine Eadie
 The Glennie School
 246a Herries Street
 TOOWOOMBA QLD 4350

F: 07 4688 8767
 E: hr@glennie.qld.edu.au