

POSITION DESCRIPTION

POSITION	School Psychologist
PROGRAM	Prace College (Independent School)
EMPLOYER	Prace Inc.
RESPONSIBLE TO	Prace College Principal
LOCATION	Merrilands Community Centre & Prace Mernda Campus
CLASSIFICATION:	Adult Education Officer 6.3
QUALIFICATION & RELEVANT EXPERIENCE	<p>Minimum- Masters Degree in Psychology from an APAC accredited university</p> <p>Fully registered with the Psychology Board of Australia under the Health Practitioner Regulation National Law (AHPRA - Australian Health Practitioner Regulation Agency)</p> <p>Minimum 4 years' experience working as a psychologist in a school environment or with adolescents and parents</p> <p>Eligibility to enrol in a Registrar program in the relevant field of psychology, or Endorsement in relevant area of psychology e.g., Clinical, Educational and Developmental.</p>
CONDITIONS:	<p>Full time (38 hours per week) ongoing. Monday to Friday</p> <p>Annual Wage - \$125,000 to \$140,000</p> <p>Salary Packaging available</p> <p>Satisfactory National Police Records Check (<i>essential</i>)</p> <p>Working with Children's check (<i>essential</i>)</p> <p>Certificate in First aid (<i>desirable</i>)</p> <p>6-month probation Refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016 for all other conditions</p>

ORGANISATIONAL VISION

Changing lives through education.

ORGANISATIONAL MISSION

Through the provision of accessible education opportunities that engender self-reliance and hope, we shape the community of tomorrow and break the cycle of poverty and disadvantage to enable people to improve their quality of life.

ORGANISATIONAL CONTEXT

Prace has, for over 30 years, provided innovative and high-quality Adult Community Education (ACE) programs. Over this period Prace has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments for pre-accredited and accredited as well as a range of community development and management activities.

Prace is:

- A Learn Local provider - delivering adult education and training programs through ACFE;
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- An Independent School: Prace College

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace-managed sites (Merrilands, Reservoir and the Mernda Campus), as well as in a range of other community venues within the Northern growth corridor.

Prace College was registered with the VRQA as an independent school in 2016, but remains a part of Prace, and operates under the governance of the Prace Board of Management. As a senior secondary school only, years 11 and 12 are provided. Prace College is a Specialist school catering for young people aged 15 to 19 who are at risk of not completing their secondary education, often due to social-emotional, cognitive, or learning difficulties.

Prace College operates across two Prace managed sites, Merrilands Community Centre and the Prace Mernda Campus. Each campus will have around 50 students actively participating in the school. Over a full year between 60 and 70 students may pass through each campus.

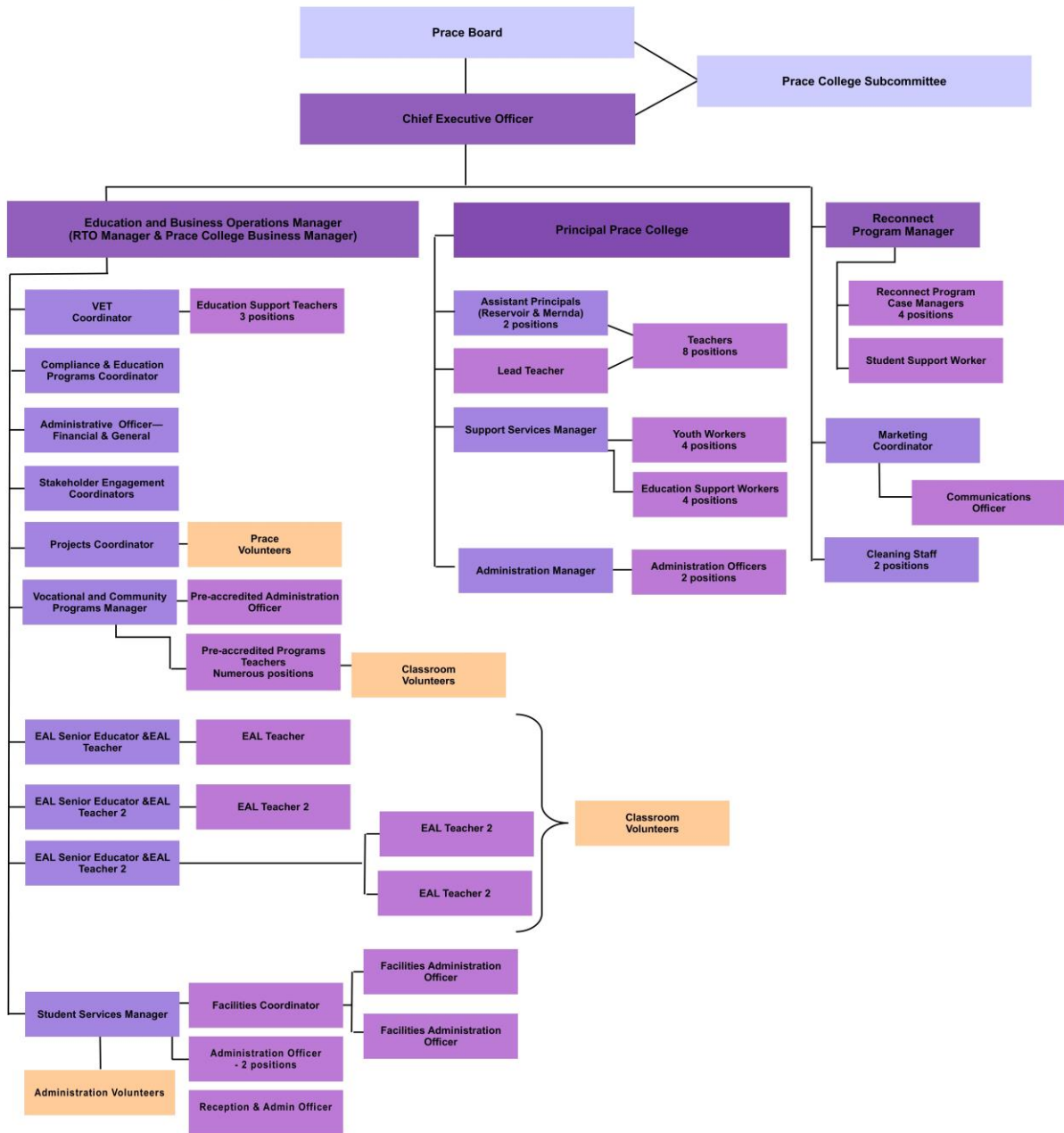
Prace College's educational philosophy is intricately linked to Prace's vision, mission and values. Prace College strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences that ensure equitable access to resources and strengthens the capacity of all young people to participate fully in their community and society overall.

We believe that all young people should be able to positively engage in education regardless of their life circumstances and barriers to learning. Education should not just focus on academic attributes but on the whole person, providing active support for their social and emotional development and their immediate living circumstances while supporting the development of knowledge and skills required to successfully contribute to a prosperous, equitable and socially inclusive society.

In doing so, Prace aims to provide relief for young people of such human poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness as arouses compassion, unrestricted by gender, race, sectarian belief or political ideology for the betterment of the quality of life of the disadvantaged in the community.



ORGANISATIONAL STRUCTURE



POSITION SUMMARY

The School Psychologist is required to provide confidential counselling assistance to students of Prace College who are experiencing personal, socio-emotional, learning and/or educational concerns. The School Psychologist will also be required to complete assessments of young people to identify and address educational support needs.

As such, the school Psychologist will facilitate access, participation and maximise educational outcomes for students, utilising their psychological expertise in education and learning to support and build the capacity of the students, teaching and support staff.

JOB COMPLEXITY

The school Psychologist will report directly to the Prace College Principal and work closely and collaboratively with the teaching and student support teams to

- provide an adolescent psychological service in the school and to work with other staff to support students and their families;
- facilitate access and participation in order to maximise educational outcomes for students;
- use psychological expertise in education and learning support.

The position requires liaising and working with external professional groups or agencies.

At all times, the delivery of counselling support is to be within ethical and professional obligations. The School Psychologist is expected to adhere to appropriate professional conduct as governed by the Code of Ethics, Australian Psychological Society, as well as work within Prace's policies and procedures.

KEY RESPONSIBILITIES AND DUTIES

Psychological assessment and diagnosis

- Undertake psychological assessment and diagnosis involving
 - Clear understanding of normal and abnormal adolescent development.
 - Knowledge and understanding of mental health disorders and their relationship to adolescent development
 - Psychological assessment of mental health issues involving clinical measures, clinical interview, and observation and information from other sources.
 - Diagnosis requiring analysis and synthesis of acquired information and understanding of diagnostic criteria as set out in DSM-V
- Communicate results from assessments and recommended interventions to parents, both orally and in writing when appropriate.
- Where necessary, prepare and activate referrals to external clinicians or agencies.

Educational assessments and diagnosis

- Undertake educational assessments and diagnosis based on
 - knowledge, experience and understanding of developmental disabilities and psycho-educational
 - assessment involving intellectual and ability assessment tools, clinical measurement, clinical interview and observation.
- Consult with teaching and support staff with regards to student needs and progress
- Respond to teacher referrals for suspected learning difficulties
- Liaise with parents and relevant staff regarding identified learning needs, psychometric testing and individual learning plans
- Summarise external diagnostic reports when received

Interventions

- Developing in-class interventions to facilitate the educational services provided to students based on psychological and educational assessment and diagnosis
- Plan and implement programs in collaboration with other staff, relevant professionals and parents for a range of mental health, emotional and family issues
- Plan and implement evidence based interventions for individuals in collaboration with other staff, relevant professionals and parents for a range of mental health, emotional and family issues
- Provide student one-to-one counselling
- Provide advice to Prace College staff concerning students with learning difficulties, social and emotional difficulties and students with physical disabilities.
- Develop interventions to assist students at points of transition
- Participate in relevant curriculum development and delivery as requested
- Provide professional learning and information for teaching staff

Administration

- Collect, collate and maintain student information and records to meet legislative and funding requirements
- Maintain professional case notes
- Document and provide reports to the Senior Management Team on issues regarding Child Protection

Critical incidents

- Assist with school wide management of, and response to, critical incidents and
- Emergencies
 - Providing individual and group support to students and families
 - Liaise with external service providers where necessary
 - Advise and support school staff and parents with managing their own responses
- Participate in the development and review of school policies and plans for critical incident response

General

- Support Prace safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Ensure continued familiarity with Prace policies, procedures and Strategic Plan as relevant to position.
- Work in concert with all Prace staff to realise Prace's values, focus, vision and Prace College's school philosophy.
- Develop and extend own professional skills and knowledge by attending related professional network and association meetings, conferences and in-service courses

- Maintain professional competence and continued professional learning through mandated APS Code of Ethics & Guidelines, continuing professional development and peer consultation
- Remain up to date with psychological and educational law policies and guidelines.
- Attend Prace College team meetings.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

SELECTION CRITERIA

Position Requirements

- Minimum- Masters Degree in Psychology from an APAC accredited university
- Fully registered with the Psychology Board of Australia under the Health Practitioner Regulation National Law (AHPRA - Australian Health Practitioner Regulation Agency)
- Minimum 4 years experience working as a psychologist in a school environment or with adolescents and parents
- Eligibility to enrol in a Registrar program in the relevant field of psychology, or Endorsement in relevant area of psychology e.g., Clinical, Educational and Developmental.
- Satisfactory National Police Records Check (essential)
- Working with Children's check (essential)

Selection Criteria

1. Demonstrated experience working as a psychologist in a school environment or with adolescents and parents
2. Familiarity with psychoeducational assessment tools and report writing
3. Demonstrated experience in initiating and implementing mental health, socio-emotional and wellbeing programs
4. Demonstrate a good knowledge of legislation, compliance, policies and procedures as relevant to this position
5. Demonstrate highly developed counselling skills with capacity to interact with students, parents and staff.
6. Ability to liaise professionally with staff, students, parents, and external agencies
7. Highly developed record keeping skills.

OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- Comply with the Prace OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not willfully place at risk the health or safety of any person in the work place
- Not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with Prace in relation to activities taken by Prace to comply with Occupational, Health and Safety and environmental legislation.

Supervisors are responsible for:

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported.

The organisation has a responsibility to:

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

EQUITY AND DIVERSITY

Prace is committed to equal opportunity in education, employment and welfare for staff and students.

Prace and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004

- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Through our commitment to diversity and equality, Prace is actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported. PRACE advocates for building safer communities.

CHILD SAFETY

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation’s policies and procedures
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

GOVERNANCE

Prace is governed by a Board of Management with strong representation for all key operational areas.

Prace’s strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Prace Board is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Prace Board.

This position description is approved by: Libby Barker

Employee’s Signature:	Date:
Principal’s Signature:	Date: