

## School Counsellor/Psychologist

### Purpose and Outline of Role

The School Counsellor/Psychologist will have a key role in all aspects of pastoral care and student wellbeing at Queenwood for students from Kindergarten to Year 12.

### Reporting Relationships

The School Counsellor/Psychologist reports directly to the Deputy Principal and ultimately to the Principal. S/he will also work closely with the Director of Wellbeing, the Head of Junior School, the Specialised Programs Team, and the Year Coordinators.

### Employment Basis

This is a full-time permanent position to commence Monday 13 May 2024, however, the start date may be flexible for the right candidate. This role requires the successful candidate to be onsite during term time. Part-time hours may also be considered for the right candidate.

### Remuneration

This position is classified as Level 4 Wellbeing Service Staff – Psychologists, under the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement, 2021 or any Industrial Instrument that replaces it.

### Role Responsibilities

#### *Duties*

- Provide short to medium term individual counselling and therapeutic interventions for students.
- Undertake educational, social/emotional and behavioural assessments of students.
- Provide specific advice to staff and parents about appropriate interventions resulting from assessments.
- Regularly monitor students who are educationally or behaviourally “at risk” and provide staff with progress reports.
- Implement, monitor and evaluate interventions aimed at improving behaviour.
- Respond to requests by staff for urgent intervention.
- Consult with parents concerning their child’s educational and social/emotional development.
- Liaise with outside agencies to coordinate case management, pass on appropriate information to school staff and refer students to outside professionals.
- Maintain an active role within the Wellbeing Team.
- Undertake assessments, meetings and implement Individual Student plans.
- Work collaboratively with Specialised Programs and Teaching Staff.

- Provide advice to staff and classroom teachers regarding appropriate management of students where there are serious breaches of the school rules and code of conduct.
- Maintain up to date and accurate records of contact with students, parents and staff.
- Respond to critical incidents as requested by the Deputy Principal or the Head of Junior School particularly in providing and/or coordinating counselling and debriefing and maintain ongoing monitoring of the incidents.
- Have current knowledge of, provide advice on and act on Child Protection matters.
- Conduct interviews with new students who enter the School at non regular times or who may have additional needs.
- Other duties as directed by the Deputy Principal, Head of Junior School and/or Principal.

#### *Responsibilities*

- Undertake pre-entry assessments, interviews and observations.
- Attend staff meetings.
- Initiate and provide information to staff and parents about specific and topical issues including relevant pastoral programs.
- Initiate group programs where appropriate (eg anxiety management).
- Contribute to the life of the wider School including but not limited to, attending events such as open days, parent/teacher nights and staff meetings, administration and assembly duties, participation in extracurricular programme, professional development activities as directed by the Deputy Principal, Head of Junior School and/or Principal.
- Maintain psychological registration and adhere to up-to-date requirements relating to confidentiality, record keeping and consent.

#### *Compliance & Policy*

- The School Counsellor will work within the professional and ethical guidelines of Queenwood, the Psychology Board of Australia and the professional organisation to which they may belong.

#### **Key Competencies**

- Post graduate qualifications in psychology.
- Registered psychologist with Australian Health Practitioner Regulation Agency and the Psychology Board of Australia.
- Additional training, qualifications or training in an education setting would be an advantage.
- Experience in managing confidentiality issues in the context of School Duty of Care where the matter relates to safety of the girl or another person.
- Ability to work effectively and autonomously in a team environment.
- Strong interpersonal and communication skills.
- Commitment to the ethos and ideals of Queenwood.
- Experience in dealing with the unexpected and the ability to remain calm and confident while doing so.

### **Personal Attributes**

- Calm, warm, collegial and professional at all times.
- Excellent written and oral communication skills.
- High level organisational and planning skills.
- Intelligent, strategic thinker.
- Strong motivation and capacity to influence and drive change.
- Initiative, perseverance, attention to detail.
- Excellent presentation skills.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and support its values.

### **Applications**

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements.
- Queenwood Non-Teaching Staff Application Form
- Your email address
- Names and phone numbers of two confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance.

Closing Date for applications is **9am Monday 29 April 2024**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

*Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.*

### **Statement of Commitment to Child Safety and Wellbeing**

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.