



# Churchie.

ESTABLISHED IN 1912

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title:</b>	Educational Psychologist and Counsellor
<b>School/Organisation Unit:</b>	Whole School
<b>Reports To:</b>	Head of Senior School and Head of Preparatory School
<b>Type of Employment:</b>	Full-time permanent
<b>Date:</b>	June 2018

## BACKGROUND

### Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent School for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912 Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme has implemented the latest National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programmes, including an International Baccalaureate Diploma Programme, to facilitate lifelong learning, by optimising opportunities for leadership, creative excellence and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools.

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

### Information for Prospective Staff

Information can be found at [www.churchie.com.au](http://www.churchie.com.au)



## DUTY STATEMENT

### Primary Purpose of Position

The primary purpose of the position of Educational Psychologist and Counsellor is to provide specialist educational psychology services to students in Reception to Year 12 to inform and support learning needs and to develop specific educational strategies.

The secondary purpose of the position is to provide initial counselling at a general level and referrals to external clinical psychology services as required.

The position operates in close collaboration with the Careers and Guidance Counsellor that emphasises the value that the School places on the development of a collaborative learning environment that is student-focused.

The purpose of the position is in keeping with the Headmaster's vision for preparing young men to thrive personally and academically in the global community and to make well-informed decisions about future learning, careers and life opportunities.

### *Scope of the Role*

- Member of the Housemasters and Heads of Year Committee
- Member of the Students at Risk Committee
- Member of Preparatory School Personalised Learning Team.

### Key Accountabilities

Duties and responsibilities include, but are not limited to:

### *General Expectations:*

- Be responsible for educational psychology services to Reception to Year 12 students in collaboration with the Heads of Preparatory and Senior schools;
- Provide specialist educational psychology advice which may encompass formal psychological, cognitive, careers and psycho-educational assessments for students;
- Provide consultation to teaching and educational support staff regarding student needs (e.g. behaviour management and student support plans);
- Attend Preparatory School Personalised Learning team meetings as required and provide advice regarding gifted, academic and emotional needs of Preparatory school boys;
- Provide early intervention support and assessment for students in the Preparatory and Senior Schools as required;
- Counsel students, parents, and staff as required using evidence-based approaches;
- Encourage a learning environment which is flexible and supportive to the special needs of individual students, whilst keeping in mind the academic focus of the School at all times;
- Report to the Deputy Headmaster (Academic) and other Senior Staff in the overall delivery of student services.



### ***Academic Matters:***

- Initiate communication/discussion with parents, teachers and boys in relation to student academic and welfare matters;
- Assist students via the relevant Deans of Studies with subject selection matters when required;
- Assist, in conjunction with the Careers and Guidance Counsellor, University Showcase evenings;
- Investigate and assess students "at risk" academically and determine whether further educational assessment is required;
- Work with Learning Support Teachers across R-12 and other specialist staff to ensure that clear, personalised case management support for students is established and maintained;
- Liaise with the Heads of Schools, Deans of Studies and relevant Preparatory School staff regarding students' individual academic and emotional needs.

### ***Counselling:***

- Provide individual and small-group therapy for students with academic, career, and/or personal issues;
- Provide support and referral for individual staff members regarding professional or personal issues to the School's Employee Assistance Service provider;
- Consult with and or refer to specialist external providers (psychiatrist, psychologist, medical) for students when required using contacts as approved by the Head of Senior School and Head of Preparatory School;
- Consult with and or refer to specialist external educational psychologists, as approved by the Deputy Headmaster Academic;
- Participate as a member of the School's Critical Incident Response Team;
- Be prepared to undergo accreditation as a Student Protection Officer.

### ***Professional Expectations:***

- Maintain confidentiality and abide by the Australian Psychological Society's Code of Ethics;
- Maintain up to date and professional case notes on all counselling sessions with individual students;
- Engage in regular, professional supervision;
- Participate in ongoing professional development as required for continuing professional registration, particularly AHPRA and CDAA.

### ***Administration:***

- Document and provide reports to the Headmaster / Student Protection Officers regarding situations reported to Department of Child Safety and / or Police under the School's Child Protection Policy guidelines;
- Serve as a registered Student Protection Officer (SPO) and as a member of the Child and Youth Risk Management Committee;



- Complete assessment reports and assessment feedback in a timely fashion;
- Participate in collegial processes of goal setting, strategic planning, problem-solving and evaluation of activities;
- Maintain familiarity with all aspects of School policy and assist in its implementation;
- Work strategically, in conjunction with the Deputy Headmaster (Academic) to continue to implement the School's strategic plan with regard to Emotional Intelligence (EI) programmes;
- Other duties as requested by the Headmaster or his delegate.

From time to time additional duties may be required by the Deputy Headmaster – Academic, Head of Senior School or the Head of the Preparatory School.

#### **Other Information**

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct.
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles.
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these.
- Applicants must possess (or be eligible to obtain) registration with the Queensland College of Teachers.

#### **Work, Health and Safety**

- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Report ALL accidents, incidents and hazardous situations arising during the course of work;

#### **Student Protection:**

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If, during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection Officer immediately. All staff at Churchie are required to hold (or apply for) and maintain a current Working with Children Check – Blue Card QLD or be registered with and maintain registration with the Queensland College of Teachers.



## SELECTION CRITERIA

The successful candidate will have:

1. Fully registered psychologist with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Qld Teacher registration is preferred for this role.
3. Professional membership of the Australian Psychological Society (APS).
4. Professional membership of the Queensland Association of Student Advisers (QASA).
5. Minimum of 5 years' previous experience in a school counselling setting.
6. Understanding of current theory and research relating to the education of boys and young men.
7. Outstanding professional presentation and manner.
8. Excellent written and interpersonal communication skills.
9. High-level administrative and organisational skills.
10. Ability to liaise professionally with staff, students, parents and external clients.
11. Demonstrated experience in dealing appropriately, and calmly, with highly confidential and sensitive information.

*Please note:* Continuous annual registration as a Psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) will be an advantage for the successful candidate.

## APPLICATION PROCESS

Applicants should submit:

- A cover letter (1.5 pages max) addressing the selection criteria.
- A full resume.
- The names, address and telephone numbers of three (3) recent professional referees (please note: in the case of those applicants short listed for interview, the School may contact your current employer following the interview).
- Relevant Academic Transcripts/Records (please note – this is not your Graduating Certificate).
- A copy of your Blue Card (or be eligible to obtain a Blue Card) and/or your Queensland College of Teachers registration.

Applications are to be submitted via the Churchie website at <https://www.churchie.com.au/about-churchie/employment>

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