



THE KING DAVID SCHOOL

# POSITION DESCRIPTION

## School Psychologist

<b>POSITION</b>	School Psychologist
<b>RESPONSIBLE TO</b>	Head of Student Services and the Vice-Principal Student Wellbeing
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"><li>• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 and The King David School Agreement 2023 - 2025</li><li>• Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience</li></ul>
<b>PREPARED BY</b>	Human Resources Manager
<b>ISSUE: 02</b>	<b>DATE:</b> March 2025

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The School Psychologist provides professional expertise and support to the school community in the delivery of psychological services to assist students in achieving positive educational, developmental and learning outcomes.

The School Psychologist will collaboratively negotiate, develop and implement programs for students that have a focus on preventative and early intervention strategies; are responsive to identified personal, social, emotional and educational needs; and aim to foster resilience and personal skills development.

The School Psychologist may be asked to contribute towards; comprehensive student support programs that are responsive to the identified and changing needs of students. The program



THE KING DAVID SCHOOL

# POSITION DESCRIPTION

## School Psychologist

will be negotiated with and authorised by the Head of Student Services and Vice-Principal Wellbeing. The School Psychologist may be required to provide this service in collaboration with other school-based personnel and external support providers.

As an employee of the School, the School Psychologist is responsible for ensuring that all information relevant to the ability of the School to provide the optimal learning environment for the student is conveyed to the Principal and/or Head of School and/or Year Level Coordinator, as appropriate. Relevant information includes information pertaining to the student's safety, bullying, major social conflict, defined psychological conditions, factors that may significantly impact on the ability to learn, and major family disruption.

The School Psychologist is required to participate in supervision as required by the registration requirements of the Australian Health Practitioner Registration Agency, to ensure the provision of ongoing professional support and development.

### **DUTIES**

The School Psychologist will have responsibility for leading the following activities and delivery of the following key tasks:

1. Provide psycho-educational assessment and/or individual student support, recommendations and advice to students, teachers and parents concerning educational, behavioural, mental health and family issues
2. Provide a short term counselling service to assist students in managing educational, social and emotional matters.
3. Act as case manager for designated students.
4. Work as part of a multidisciplinary team and facilitate effective working relationships and partnerships with parents, school personnel and external support agencies in order to provide a comprehensive support, case-management and referral service that optimises students' access and engagement in educational programs.
5. Refer to other health professionals as required for long term (longer than 1 term) or intensive support, diagnosis and/or counselling.
6. Share the relevant information with the appropriate School personnel. This may include the Principal, Head of School, and/or the Year Level Coordinator, or others as deemed necessary by the School to support the student's education.
7. Conduct activities such as student observation and psycho-educational assessment in order to determine the nature of student learning difficulties, disability, developmental levels or psychological and emotional status in order to make recommendations for educational adjustments and interventions.
8. Advise the Head of Student Services and the Heads of Schools of any student who is expressing feelings of dissatisfaction with interactions with other students and/or with teachers that remains unresolved for more than a term.



THE KING DAVID SCHOOL

## POSITION DESCRIPTION

### School Psychologist

9. Where relevant, prepare applications for funding for students identified as having a disability liaising with School staff and Heads of School as well as outside health professionals.
10. Provide information to the Learning Support staff so that they can develop Individual Educational Plans (IEP).
11. The Psychologists will perform their duties in a confidential manner consistent with the Australian Psychological Society's Code of Ethics, and maintain a comprehensive and professional record keeping system consistent with the Australian Psychological Society's Code of Ethics.
12. Participate in relevant Professional Development as required by the registration requirements of the Australian Health Practitioner Registration Agency, and prepare and implement professional and personal skill development programs and in-service activities for administrators, teachers and parents

#### **1. General Accountabilities for all Staff**

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal

#### **2. REQUIREMENTS**

##### **Testing Services**

(a) Administer appropriate psychometric and other tests to assess needs, including learning, psychological and behavioural tests

##### **Counselling Services**

- (a) Provide a counselling service to students (and where appropriate, their families) seeking academic or personal assistance with regard to school-related issues..
- (b) Refer students to suitable outside agencies when appropriate.
- (c) Act as a consultant to staff when necessary with regard to student's psychological issues.



THE KING DAVID SCHOOL

## POSITION DESCRIPTION

### School Psychologist

#### **Community Development**

- (a) Develop and facilitate workshops for students, staff and members of the School community as required.
- (b) Assist students in the development of study skills- and self-management. Develop, administer and/or participate in programs which support the pastoral ethos of the School

#### **Administration**

- (a) Maintain a record keeping, communication and confidential storage system for all relevant students.
- (b) Produce reports of formal evaluations and assessments and communicate these with the parents, teachers and management (Head of Student Services, Heads of School and the Principal) as required.
- (c) Work in close cooperation with the Head of Student Services, and other School Psychologists. Provide regular communication to the Head of Student Services and Heads of School.
- (d) Attend regular professional meetings/workshops as required by the registration requirements of the Australian Health Practitioner Registration Agency.

#### **Pastoral Care**

- (a) Liaise with the Year Level Coordinator, Heads of School and the Head of Student Services regarding students whose issues are not resolved speedily or who are referred out for more intensive or specialised support.
- (b) Communicate concerns in writing, and proactively advise Head of Student Services, other School Psychologists where relevant, and the Year Level Coordinator/Head of School or Principal as appropriate.
- (c) When requested, advise the School on current best practice therapeutic trends and programs

### **3. ESSENTIAL SKILLS**

The Psychologist must be able to demonstrate:

- a. An excellent level understanding of psycho-educational assessment
- b. Up-to-date knowledge of counselling practices
- c. Excellent skills in the development of behavioural interventions
- d. Ability to work well in a team
- e. Excellent communication skills



THE KING DAVID SCHOOL

# POSITION DESCRIPTION

## School Psychologist

### Key Performance Indicators

<b>KPI 1</b>	Students who receive psychological services acknowledge that the issues that were identified in the initial referral are resolved or resolving within 3 months of referral, or they have been referred to outside therapists.
<b>KPI 2</b>	Teachers are receiving useful advice regarding student behaviour and learning problems that they can implement to assist students in the classroom.
<b>KPI 3</b>	Parents are reporting that they have received useful assistance with their child's issues and/or helpful referrals to outside specialists within 3 months of the initial referral.

Please sign below to confirm that you have read and understood the Position Description above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date