



# EDMUND RICE FLEXI SCHOOL Elizabeth—SA

*A Catholic School in the Edmund Rice Tradition*

*A member of the EREA Oscar Romero Flexi Schools Network*

## Job Description - School Psychologist

<b>Role Title</b>	School Psychologist
<b>Flexible Learning Centre</b>	Edmund Rice Education Australia Flexible Schools trading as Edmund Rice Flexi School (ERFS)
<b>Network</b>	EREA Oscar Romero Flexi Schools Network
<b>Location</b>	Edmund Rice Flexi School - Elizabeth and Davoren Park, SA Compass Catholic Community - Davoren Park, SA
<b>Report</b>	Site Leadership and PIP Project Team
<b>Classification</b>	1.0 FTE Full-time, Permanent, Ongoing 0.5 FTE Edmund Rice Flexi School 0.5 FTE Compass Catholic Community
<b>Band/Wage Scale</b>	In alignment with the South Australian Catholic Schools Enterprise Agreement 2020.
<b>Probation Period</b>	6-month probation in accordance with the EBA. Reviews at 3 and 5 months.

***Suitably qualified and experienced Aboriginal and Torres Strait Islander people are encouraged to apply.***

### About Edmund Rice Flexi School & Compass Catholic Community:

Edmund Rice Flexi School is an initiative of Edmund Rice Education Australia Flexible Schools and is part of the Oscar Romero Flexi Schools Network offering a full time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and FLC services respond with a variety of flexible and innovative social inclusion and learning experiences. Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons.

### Child Safeguarding:

CESA and EREA Flexible Schools Ltd are child safe and child-centred organisations, committed to the protection of children and has zero-tolerance of any abuse of children. It is their commitment to ensure that each and every child and young person under their care is kept safe and free from all forms of harm and abuse. CESA and EREA are committed to ensuring the safety, wellbeing and dignity of all children and young people. Their physical and cultural environments promote children and young people's feelings of inclusion, participation and empowerment. You are required, as a condition of employment at EREA and CESA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA and CESA Codes of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working with Children Card. It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with the relevant Principal or Head of Campus and with external agencies where required.

## Primary Role:

The School Psychologist supports school leadership through the application of specialist professional knowledge and strategies to identify and address student issues in order to promote student safety, wellbeing, and to facilitate successful learning.

The School Psychologist, as a qualified professional, works with school leaders, staff, families and external agencies to support the wellbeing of young people and provide confidential counselling to young people including emotional, social or scholastic matters. The School Psychologist forms a vital part of the support services available to young people.

## Key Working Relationships:

**Internal Relationships:** Site Leadership and PIP Project Team, Network Team, Administration Teams, Teaching and Non-Teaching staff, families and students at the school.

**External Relationships:** Members of the School Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia (EREA).

## Education, Training & Experience:

- Current and full registration with the Psychology Board of Australia (APHRA).
- Area of practice endorsement – educational and developmental psychology and/or clinical psychology and/or counselling psychology.
- Experience in working with young people disenfranchised for mainstream education.
- Experience in trauma-based practice and support.
- Demonstrated understanding of the policies and procedures that guide the effective management of critical incidents in school communities.
- Experience of relationships with external agencies supporting the wellbeing of young people.
- Ability to work independently and with minimum supervision within a team environment.
- Highly developed time management and organisational skills.
- High level of interpersonal skills and initiative.
- Effective oral and written communication skills.
- Current Driver's Licence.
- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate.

## Key Duties and Accountabilities:

The School Psychologist reports to the Site Leaders and Partners in Inclusive Practice Leadership Team (PIP). Typical duties and responsibilities include but are not restricted to the following:

- Work in partnership and regularly meet with the Leaders of Wellbeing and Leaders of Teaching & Learning to appropriately review cases, engaging other relevant members of the team as required.
- Apply comprehensive assessment processes to identify developmental, cognitive, emotional, behavioural, social and physical difficulties at individual and site level.
- With approval from the school, support the creation, implementation, and managing of processes and procedures that meet best practices and all safeguarding requirements.
- Apply professional knowledge and professional judgement in the selection and adaption of evidence-based interventions.
- Liaise with government and other non-government organisation in the provisions of services.
- Work in collaboration with Head of Wellbeing and Heads of Teaching & Learning to contribute appropriate processes and documentation pertaining to inclusive and diverse education, including

students' Personalised Plans for Learning (PPLs) and contributing to the schools' contributions for Nationally Consistent Collection of Data (NCCD), as required.

- Ensure privacy and confidentiality informs all components of the service provided, including record keeping.
- Provide flexibility to ensure appropriate levels of support are prioritised, for example immediate response to support critical incidents.
- Oversee the appropriate debrief/reflective processes occur following challenging or critical incidents/content, for the care of staff involved and to benefit continuous improvement.
- Appropriately advocate for allied services, with a solution-focused approach.
- Proactively identify, collect and collate effective data to inform continuous improvement and decision making.
- Research and implement the use of evidence-based assessments and interventions to manage risk.
- Consider and mitigate risks, including appropriate reporting channels, safety and wellbeing, public relations, and responding in a timely manner.
- Provide confidential services for students by collecting background information, identifying issues, setting goals, implementing interventions, and evaluating interventions.
- Be available to support students to resolve individual, peer group, social and emotional concerns.
- Work collaboratively with key wellbeing staff and other staff to ensure holistic wellbeing services.
- Engage and collaborate with families, students and other health practitioners to strengthen the home and school partnership to effectively support students.
- Maintain and review effective referral processes and practices.
- Refer students and their families to external agencies when further professional interventions are appropriate.
- Create and maintain effective working relationships with external agencies.
- Abide by and utilise legislative guidelines and Schools policies, procedures, and protocols particularly regarding Child Protection.
- Confidentially inform relevant staff of all mandated reports and appropriately provide information and/or confidential notes to inform relevant matters for parent, civil, police or governance follow-up.
- Implement workshops/small group sessions for students to proactively provide information and support in relevant areas, such as mental health and wellbeing, grief and loss, anger management and social skills.
- Assist with crisis intervention.
- Maintain confidential, up to date documentation that is accurate and stored safely, confidentially, while adhering to privacy and ethical requirements.
- Prepare letters and reports as required by the schools, families, and external agencies.
- Maintain appropriate professional knowledge by attending professional development and actively participating in relevant network/professional groups, including confidential collaboration with other relevant services to maintain/share best practice.

### **Health, Safety & Quality:**

- You are required to undertake all duties in accordance with EREA and CESA's policies and procedures and as outlined below.
  - Participating in schools Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.
  - Maintaining a safe work environment in accordance with EREA and CESA Work Health and Safety Policies and Procedures.
  - Assisting in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems of work in accordance with EREA and CESA Work Health and Safety Policies and Procedures.
  - Participating in mandatory Health and Safety training sessions.
  - Identifying and reporting hazards in the workplace.
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**Other identified duties specific to the role:**

- Carries out duties and tasks that may be reasonably assigned by the site leader and/or PIP Leadership team from time to time.

***Please Note:*** Catholic Education South Australia and *Edmund Rice Education Australia Flexible Schools Ltd.* are committed to ensuring the safety, wellbeing and dignity of all children and young people. All applicants will be subject to EREA and CESA legislative screening procedures. These checks are consistent with CESA and EREA’s commitment to child protection policies and procedures.

**Job Description Acceptance:**

I, (print name) ..... have received, reviewed and fully understand the Job Description for the School Psychologist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: ..... Date: .....