



DUTY STATEMENT

Position	School Psychologist – Junior School
Reports to	Head of Junior School
Type	Part time; four days per week, 8.30am to 4.30pm with a half hour for lunch (during teacher term time).
Classification	Wellbeing Services Grade 3; Educational Services (Schools) General Staff Award 2010
Remuneration	Will be negotiated with the successful applicant.
Last updated	May 2019

THE ROLE

The Junior School Psychologist works closely with the Junior School leadership team to support students and their families as required. This will necessitate continuous interaction with staff, students and parents in both formal and informal ways. As the Junior School Psychologist you will be contributing to the positive wellbeing of the Junior School community and developing school wide practices to promote learning.

DUTIES

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

1. As Psychologist:

- Assess and recommend options for students who are having difficulty with their learning, or are referred for possible giftedness, including the administration, scoring and interpretation of cognitive tests;
- Interview parents who may wish to discuss an issue in relation to their child, and advise;
- Assess behaviour and/or other student problems and take appropriate action which may include in-class observation, parent meetings, advice to staff and parents, and external referral if appropriate;
- Oversee Child Protection notifications, in conjunction with the Head of Junior School, and arrange or conduct training of staff when required;
- Oversee, in conjunction with Directors, the annual Nationally Consistent Collection of Data;
- Conduct psycho-social assessments for children determined to be gifted to advise on appropriate actions;
- Chair Student Review meetings to discuss pastoral issues that may be impacting on students' learning;
- Assist in the co-ordination of responses in the event of Critical Incidents;

- Liaise with private allied health professional services, ie, speech pathologists and occupational therapists, and oversee this service for students who require assessment and/or ongoing therapy based at the School; and
- Be available to support staff members wishing to discuss a personal issue with a view to referral.

2. Other:

- Participate in the School's Pastoral Care program;
- Join and attend meetings/activities of the Pastoral Care Team;
- Run parent education courses when demand exists and time permits;
- Be in attendance at parent/teacher evenings and other appropriate information events;
- Assist in the development and implementation of the Pastoral Care program; and
- Undertake such other duties as may be required by the Principal.

ESSENTIAL SKILLS AND EXPERIENCE

- Relevant qualifications and experience;
- Registration with an appropriate professional body;
- Ability to build positive working relationships with staff, students and families;
- Exceptional communication skills and an ability to maintain confidentiality;
- Demonstrated organisation and time management skills; and
- An ability to design and lead professional development training for staff