



## Position Description

Child and Youth Psychologist / Educational Psychologist / Student Counsellor

Classification	Administration
Reports to	Director of Student Wellbeing
Employment Type	Full-Time / Part-Time
Date document created or updated	19 October 2017

## Organisation Context

The Kilmore International School (TKIS) is a leading independent, non-denominational, co-educational boarding and day school for academically motivated students. Classes are offered from Years 3 to 12 with boarding available from Year 7. The curriculum in Years 11 and 12 is the International Baccalaureate Diploma Program. As a boarding school, we are home to more than 150 students from the Asia-Pacific region. The care, academic support and leadership of students through the Homeroom, Wellbeing Centre, Boarding House and co-curricular program prepares them for success at university and equips them to be socially engaged and world-ready.

The Kilmore International School (TKIS) is committed to a highly effective whole school approach to student wellbeing based on positive education methodologies that support the emotional, social and academic needs of every student.

## Position Purpose

The TKIS Child and Youth Psychologist / Educational Psychologist / Student Counsellor's role is to build the resilience and capacity of our students. The incumbent(s) will support and enhance students' wellbeing and further promote their academic success. They will assist the Director of Student Wellbeing in leading the school to secure and maintain a high quality wellbeing programme to enhance education for all students.

This is a non-academic position. The Child and Youth Psychologist / Educational Psychologist / Student Counsellor is employed under the terms and conditions of general staff which may include the ability to work term weeks only.

**Reporting Line:** The Director of Student Wellbeing.

**Supervisory Responsibilities:** Nil.

**Financial delegation and/or Budget responsibility:** Nil

# Key Result Areas and responsibilities

**The Child and Youth Psychologist, Educational Psychologist and the Student Counsellor is responsible for:**

- Providing counselling to individuals and groups to enhance personal resilience, educational and/or social outcomes.
  - Participating in the development, administration and facilitation of student and staff wellbeing programmes.
  - Promotion and support the explicit teaching of positive education components in the TKIS Homeroom Programme and across our school culture.
  - Providing consultative advice and lead staff professional development pertaining to youth mental health.
  - Developing relevant procedures and policies that relate to, but are not limited to, resilience, empathy, cyber safety, mandatory reporting and bullying.
  - Meeting regularly with various Wellbeing Staff, Business Manager, Careers Coordinator and Principal to discuss student wellbeing and determine appropriate action to support learning where required.
  - Assessing referrals from parents, teachers and external agencies to guide decisions about appropriate strategies for individual students.
  - Making referrals and liaising with parents, other professionals and external agencies regarding student case management.
- **General**
- Liaising with the Head of Boarding/Boarding Manager to assist students to adapt to life in the Boarding House, especially for students from overseas.
  - Participate in new student orientation.
  - Maintain appropriate client confidentiality.
  - Maintain appropriate welfare notes within SAS (School Administration Software).
  - Be a member of a response team for critical incidence management and support.
  - Undertake professional duties reasonably delegated by the Director of Wellbeing

**For suitably qualified candidates the following responsibilities also apply:**

- **Learning/Psychometric Assessment**
- Perform psychological assessments of cognitive, emotional and behavioural functioning through a variety of methods.
  - Communicate results of psychological testing and any recommendations to parents and teachers.
  - Collaborate with the Director of Student Wellbeing to identify students who require extra support and assist with recommendations to teachers to assist them with meeting the educational needs of those students.
  - Provide written psychological reports when required

# Key selection criteria

## For the role of Child and Youth Psychologist / Educational Psychologist

### Education/Qualifications

1. The appointee will have:
  - A graduate or post graduate qualification in psychology.
  - Registration with the Australian Health Practitioner Regulation Agency.
  - Relevant experience with youth and children, preferably in a school environment.
  - Current Working with Children Check.

### Knowledge and Skills

1. An appropriate level of psychological knowledge, skills and experience to be able to effectively undertake work as a school psychologist, including psychological and psycho-educational assessment, counselling for students and families, and consultancy with school personnel.
2. Demonstrated ability to apply short-term interventions, problem-focused strategies and long term resilience based interventions relevant to the needs of a culturally diverse student population.
3. Demonstrated ability to design and deliver professional development for teachers and other relevant professionals in student wellbeing.
4. Highly developed interpersonal skills, including the ability to establish and maintain professional networks and to liaise effectively with a wide range of people.
5. An ability to develop and implement policies and programmes that focus on building resilience and are grounded in positive psychology approaches to life and learning.

### Desirable

6. Bi-lingual English / Mandarin
7. Experience working with International Students or students from a diverse background,
8. Experience in developing Individual Learning Plans (in collaboration with Teaching Staff).
9. Member of (or eligibility) the Australian Psychological Society.

## For the role of Student Counsellor

### Education/Qualifications

1. The appointee will have:
  - A graduate or post graduate qualification in Counselling.
  - Relevant experience with youth and children, preferably in a school environment
  - Current Working with Children Check.

### Knowledge and Skills

2. An appropriate level of knowledge, skills and experience to be able to effectively undertake work as a school counsellor, counselling for students and families, and consultancy with school personnel.
3. Demonstrated ability to apply short-term interventions, problem-focused strategies and long term resilience based interventions relevant to the needs of a culturally diverse student population.
4. Demonstrated ability to design and deliver professional development for teachers and other relevant professionals in student wellbeing.
5. Highly developed interpersonal skills, including the ability to establish and maintain professional networks and to liaise effectively with a wide range of people.
6. An ability to develop and implement policies and programmes that focus on building resilience and are grounded in positive psychology approaches to life and learning.

### Desirable

7. Bi-lingual English / Mandarin
8. Experience working with International Students or students from a diverse background,
9. Experience in developing Individual Learning Plans (in collaboration with Teaching Staff).