



JOB DESCRIPTION

HEAD OF PSYCHOLOGY SERVICES

Employment Conditions	Fulltime, ongoing subject to successful completion of 6 month probation period
	In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
Reports to	Deputy Principal
Last Revised	February 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

ROLE

The Head of Psychology Services manages the Psychology Services Department to provide effective support for the wellbeing of our students and foster organisational health in the School. The Head of Psychology Services must have excellent interpersonal and communication skills and a passion for a whole-school approach to student wellbeing.

The Head of Psychology Services works closely with the Deputy Principal, Dean of Students, Associate Dean of Wellbeing, Associate Dean of Students 7-9, Head of Boarding, Heads of Year, Learning Support, and the Wellbeing Team to support and implement whole school initiatives.

Alongside the psychologists, the Head of Psychology Services will also provide counselling support to students and consultancy to staff and families.

RESPONSIBILITIES

Head of Psychology Services duties include:

Lead and manage delivery of psychology services at St Mary's

- In conjunction with the Deputy Principal, Dean of Students, Associate Deans of Students 7-9, and Associate Dean of Wellbeing, oversee provision of pastoral care to students.
- Develop and comprehensively review policies to ensure the effective delivery and continuous improvement of psychology services.
- In conjunction with the Deputy Principal and Wellbeing Team, develop and enact a vision of mental health promotion with coherence to school strategic planning.
- Consultancy to Executive and feedback to Curriculum and Pedagogy Committee, Pastoral Care Committee and Wellbeing Team on current trends in student needs and emerging community issues.

HEAD OF PSYCHOLOGY SERVICES

- Lead the Psychology Services Team, providing professional supervision, performance management, strategic planning, and team building.
- Ensure adherence of the Psychology Services department to required ethical standards and code of conduct for the delivery of school psychological services.
- Manage the development of counselling services to students, parents and teachers.
- Ensure security and integrity of confidential files as appropriate within the school setting.
- In collaboration with the psychologists, manage the creation and maintenance of Learning Adjustment Plans for student with social and emotional needs and as required, liaise with Learning Support about the Learning Adjustment Plans for students with learning disabilities.
- Coordinate and oversee the necessary support required for students with additional needs with activities outside the classroom such as but not limited to outdoor education programs, House carnivals and special school events.

Undertake Head of Department - General Duties

The Head of Psychology Services' duties include the same general duties as those for all Heads of Departments at St Mary's:

- Departmental administration including such things as budget preparation, annual report and management.
- Staff care, standards, professional development and appraisal.
- Professional committees and meetings.
- Departmental facilities and equipment.
- Cocurricular involvement.

School Psychologist duties include:

Counselling

Provide first point psychological counselling, support and programs for individuals and groups for a range of matters that might affect their academic functioning. At all times ensure that the main focus is on the duty of care to students. This involves:

- Receive referrals from parents and members of staff and determining appropriate intervention.
- Experience and competence with individual psychological therapy, including a range of evidence-based therapies (eg CBT, DBT, ACT, solution-focused therapy).
- Facilitate evidence-based, small group preventative and proactive student programs for mental health issues and resilience.
- Delivery of system level programs for students including but not limited to transition programs, peer support, study skills, and mindfulness.
- Assume responsibility for providing counselling services for one assigned year group and other students as required.

Consultancy

Communicate students' particular needs and plan evidence-based interventions with other staff, relevant professionals and parents. This may involve:

- Provision of consultative advice to assist teachers and parents to recognise and respond to youth mental health appropriately.
- Communicate and plan evidence-based interventions with school staff and parents/guardians and referring parents and students to outside professionals or agencies as needed.
- Communicate students' particular needs by writing reports and/or summarising information in external reports to relevant members of staff or external professionals.
- Develop links with relevant community agencies and acting as a liaison between parents, St Mary's staff and appropriate outside agencies, as needed.
- A good knowledge and understanding of the diverse needs of the school community (eg CALD, ATSI, disadvantage, disability) and principles and practices for inclusion.
- Respond to emerging crises and provide appropriate support to the School, in collaboration with the Deputy Principal and Dean of Students.
- Preparation of Learning Adjustment Plans for students with social emotional needs.

HEAD OF PSYCHOLOGY SERVICES

Assessment

Undertake socio-emotional psychological assessment and preliminary diagnosis in adolescent development, within the school setting as a first point of service and determine the need to refer to outside agencies. This will involve:

- Clear understanding of healthy adolescent development and mental health disorders.
- Psychological assessment of mental health issues involving clinical measures, clinical interview skills, and observation and information from other sources.
- Preliminary diagnosis requiring analysis and synthesis of multiple measures, other information and understanding of diagnostic criteria as set out in DSM-5-TR or ICD 11.
- Communicate results from assessments and recommended interventions to parents.
- Prepare and undertake referrals to external clinicians or agencies.
- Provide summarised results of psychological assessments to support special examination arrangement applications for the WACE (as required).

Wellbeing Promotion

Assist in the organisation and implementation of programs that address both developmental needs of all students and any emerging needs of cohorts. This may involve:

- Assist in new student transition programs, such as Year 7 Orientation Day.
- Support the academic and pastoral care programs at St Mary's through individual case management.
- Liaise with the Head of Boarding to assist students in the transition to boarding school life.
- Consult with the School Executive regarding the development and implementation of relevant staff professional development programs.

General Duties

- Maintain appropriate confidential records. Collect, collate and maintain student information and records to meet legislative and system requirements to inform research and policy development.
- Maintain the confidentiality of all clients, and work within the accepted and written codes of ethical and professional practice.
- Deliver and facilitate staff, parent, and student presentations.
- Develop and extend own professional skills and knowledge by attending related professional association meetings, conferences and in-service courses. Maintain professional competence and continued professional learning through:
 - Familiarity with AHPRA mandated PsyBA Code of Conduct
 - Continuing professional development
 - Peer consultation
- Take responsibility for a Link group on a relief basis or when required.
- Be involved in the cocurricular life of the School, by assisting in sport carnivals and House activities, and attending School events, and attending at least one outdoor education program annually.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Must be fully registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law (AHPRA - Australian Health Practitioner Regulation Agency).
- Exemplary knowledge and practice in contemporary approaches to promoting student wellbeing.
- The capacity for strategic planning and innovative thinking.
- Excellent written communication skills and presentation skills.

HEAD OF PSYCHOLOGY SERVICES

Desirable

- Master's Degree in Psychology/Education
- TRBWA registered teacher

Experience

Essential

- Demonstrated experience in initiating and implementing wellness programs with attention to detail and functionality, as well as updating existing programs.
- Minimum of five years' exemplary counselling experience, preferably in a school environment and with teenagers and parents.
- Experience in making sound judgements and exercising tact and discretion in handling sensitive matters.

Desirable

- Demonstrated experience working with complex student needs and mentoring.
- Previous pastoral care role in a school.

Personal Qualities

Essential

- Outstanding professional presentation and manner.
- Exemplary interpersonal skills, including team building and mentoring.
- Highly organised and self-motivated.
- Good sense of humour with a positive outlook.
- Commitment to self-improvement through professional learning.
- Passion for the welfare of staff and students.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Deputy Principal
Dean of Students
Associate Dean of Wellbeing
Associate Dean of Students 7-9
Head of Boarding
Heads of Year
Head of Learning Support
Administrative staff
Teaching staff
Students

External

Parents, guardians or relatives of students
Outside agencies

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.