# Mount Scopus Memorial College

## Position Description

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Educational Psychologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF ISSUE:</td>
<td>1 September 2013</td>
</tr>
<tr>
<td>SALARY:</td>
<td>In accordance with the Mount Scopus Memorial College and Gandel Besen House Teaching Staff 2014 Agreement</td>
</tr>
<tr>
<td>HOURS OF WORK:</td>
<td>(0.80) Part-time</td>
</tr>
<tr>
<td>CAMPUS:</td>
<td>Smorgon Family Primary School (Burwood)</td>
</tr>
</tbody>
</table>

## Position Details

### 1. REPORTING RELATIONSHIPS

- Deputy Principal Primary School
- Head of Student Services - Primary
- Educational Psychologist

### 2. PRIMARY OBJECTIVES

- To ensure that the individual needs of all children at the Smorgon Family Primary School are addressed in order that learning for all children becomes more effective
- To ensure the effective and efficient operation of Students and Teacher Counselling Services at the Smorgon Family Primary School
- To develop relationships of trust and respect with students and teachers in the Primary School and thus promote the usage of Counselling Services.
3. ACCOUNTABILITIES - DUTIES RELATED TO THE POSITION

The Educational Psychologist will be specifically responsible for carrying out the following duties plus any duties not mentioned that may emerge from time to time:

- Provide counselling to students and their families as well as effective consultation and support to the Primary School Teaching Staff.
- Plan and organise their various responsibilities and priorities to help ensure that children receive full and effective Counselling.
- Attendance at all meetings with Student Service Staff, parents and teachers to ensure that Student Services is being co-ordinated and effectively monitored.
- Attending to the school administration needs
- Attending to the administration of all testing that is directed through Student Services
- The administration of the relevant test:
  - Written reports for parents, Campus Coordinators and Head of Student Services-Primary with regards to testing carried out at the school
  - Maintaining any additional documentation that supports or enhances test results.
- Effectively communicating with all parents whose children are receiving a service provided by the Counsellor. Ensuring that parental and pupils needs are addressed in a responsible and thorough manner
- Co-operating with the Head of Student Services (Primary) in the interests of:
  - Students in Integration Program
  - Liaison with Jewish Welfare and other such agencies
  - Monitoring Teacher Behaviour and implementation of School’s Code of Behaviour (putting into place observation techniques to monitor pupil behaviours on an ongoing basis when needed).
  - Devising relevant I.E.P’s (Individual Education Programs) for children in need in concert with learning support staff.
  - Monitoring all at risk pupils
  - Providing teacher support and guidance to help ensure that individual children’s needs are being met.
  - Assist with the organisation and direction of Professional Development and Staff In-Service Programs.
- Adhere to the College’s policy on Child Protection including an ongoing requirement to complete on an annual basis a Mandatory Reporting on-line training module and to attend a workshop on Child Protection each school year.

Organisational Environment

Reporting Relationships:

- Immediately responsible to the Head Student Services in the Primary School
- Through the Head of Student Services in the Primary School, the Head of Student Services is responsible to the Deputy Principal- Primary School

Collegial Support Systems:

- Head of Student Services -Primary: To act as direct supervisor and help in all issues related to School Counselling.
- To provide assessment when needed at Gandel Besen House 1 day per week and liaise with the incumbent Counsellor
4. ATTRIBUTES OF THE POSITION

QUALIFICATIONS AND EXPERIENCE

- Qualified Psychologist
- A strong background in school psychology and education.

OTHER ATTRIBUTES

You will be seen to be successful in your endeavours if:

- Your Counselling Service is seen to run effectively and efficiently
- You are seen to adopt a child-centred approach to your responsibilities and duties
- You are perceived to be approachable in your dealings with children, parents, staff and administrators
- You are seen to be pro-active and able to command the respect and support of your fellow staff members and colleagues of Student Services.

APPRAISAL

- An Appraisal will be carried out focusing on your performance. This Appraisal will be administered by the Head of Student Services - Primary.
- The Appraisal will be presented in writing and will reflect both the Appraiser and the Appraisee’s views on the degree to which the relevant criteria are being met
- A copy of the fixed Appraisal will be forwarded to the Deputy Principal - Primary and placed in your personal file.

NAME OF EMPLOYEE: _______________________________________

SIGNATURE OF EMPLOYEE: _______________________________________

DATE: _______________________________________

Educational Psychologist – Primary
Updated: 28 July 2016