



<b>Title</b>	<b>Educational Psychologist – Junior School (Burke Hall)</b>
<b>Reporting</b>	Director of Students and Engagement
<b>Location</b>	Junior School (Burke Hall), Kew

## POSITION DESCRIPTION

### Our Intent

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

### Our Position

The Educational Psychologist provides meaningful support to the intersection on the Junior School (Burke Hall) between all aspects of learning and the holistic educational programs offered. In particular, it has direct responsibility for contributing to the administration and integrated operations of the Junior School (Burke Hall), working with all staff and students as well as parents, as well as the leadership of student pastoral care and wellbeing.

The Educational Psychologist requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by sound technical capability, good process and documentation. Quality in personal engagement and the formation of positive relationships with team members, students, other staff and parents is essential. The role will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through the role model they provide to students, parents and all educators engaged with the Junior School. In addition, they will be expected to work in partnership with immediate managers, the Director of Junior School (Burke Hall) and other members of the leadership team.

The Educational Psychologist supports, enables and cultivates student culture across the Junior School (Burke Hall) that facilitates effective learning and the formation of students into the best version of themselves. The role requires a commitment to supporting the academic, pastoral and spiritual wellbeing of the students and staff, and works constructively with Junior School (Burke Hall) Leadership team to ensure an aspirational, positive and relational culture is maintained across the Junior School (Burke Hall). This culture is centered in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of technical, educational and operational excellence and is especially attentive to all matters of child safety.

## Core Duties and Responsibilities

The Educational Psychologist will be responsible for:

### General duties

- Support students by meeting on a needs basis and providing counselling and therapy for a range of mental health, social, emotional and academic issues
- Engage in cognitive assessment of students and follow up assessments with appropriate intervention, support and/or referral
- Communicate results from assessments and recommended interventions and strategies to parents
- Facilitate small group sessions to build skills in areas such as social interaction and restorative justice
- Provide staff with strategies to support the learning needs of students with difficulties or disabilities
- Contribute to building programs within the College that respond to current issues around student welfare. This may include the facilitation of workshops and programs for students, staff and/or parents
- Initiate proactive, preventative programs focusing on areas such as personal development skills, leadership and pastoral care programs
- Conduct classroom observation of students as required
- Assist with the identification of students with special learning needs whether gifted or support and liaise with the Director of Students and Engagement in the identification of these students
- Participate in curriculum development where appropriate
- Prepare and action referrals to external clinicians or agencies
- 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 students and work within the accepted and written codes of ethical and professional practice
- Attend staff briefings and meetings
- Engage in regular staff Professional Learning
- Ensure that a safe system of work exists and that every aspect of the study, work or performance environment complies with obligations under the College's Occupational Health & Safety guidelines
- Complete child safety and wellbeing training in accordance with the College's directions
- Act in accordance with the College's Code of Conduct and Child Safety & Wellbeing Policy and maintain a zero-tolerance approach to child abuse
- Actively contribute to a child focused culture that supports a safe learning environment for all students; and
- Make reportable conduct reports and meet mandatory reporting obligations as required by the legislation and the College's child safety and wellbeing policies.

### Case Management

- Attend regular progress meetings for each year level / College House
- Provide updates of student progress or concerns to appropriate stakeholders, including teachers, Heads of House, Director of Junior School (Burke Hall), Director of Students and Engagement
- Collect and compile information relevant to the current status of the student
- Carry out responses or interventions to be actioned as agreed by the team
- Schedule regular check-ins with students / parents and following up on any issues that arise
- Hold regular team meetings on a needs basis regarding specific students

## **Testing and Diagnosis**

- Undertake cognitive / psycho-educational assessments for individual students by:
  - Collecting and compiling teacher feedback and/or subject results
  - Discussing concerns with Diverse Learning staff, teachers, Director of Students and Engagement or equivalent, Head of House of equivalent pastoral leader, Director of Junior School (Burke Hall)
  - Referring to previous internal and/or external specialist assessments
  - Communicating with the student and their parents/guardians/caregivers
  - Engaging in cognitive / psycho-educational assessments
  - Making recommendation and referring out where applicable for further exploration and diagnoses, where appropriate, in consultation with diagnosis criteria
  - Referring to external specialists as required.
- Provide feedback to students, parents, College leaders and/or staff as applicable by:
  - Determining and communicating appropriate strategies to support the needs of students
  - Completing a comprehensive report
  - Organising meetings to share findings with parents and/or teachers
  - Maintaining appropriate and comprehensive records in accordance with professional requirements

## **Selection Criteria**

- Demonstrable commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Ability to meet the Application Criteria through demonstrable practice
- Ability to meet the Compliance Criteria
- Ability to meet the inherent requirements of the role (Core Duties and Responsibilities)
- Ability to demonstrate alignment through the Pillars of the Strategic Plan
- Ability to demonstrate engagement with the Attitudes and Habits as an educator at Xavier College through lived practice
- Ability to engage in the full life of the College through a diversity of skills and work capacity
- Demonstration of qualifications and credentials denoting higher skills, continuous learning and proficiency

## **Compliance Requirements**

- Working With Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" and all child safety requirements
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

## Child Safety

- Ensure that a safe system of work exists and that every aspect of the study, work or performance environment complies with obligations under the College's Occupational Health & Safety guidelines.
- Complete child safety and wellbeing training in accordance with the College's directions.
- Act in accordance with the College's Code of Conduct and Child Safety & Wellbeing Policy and maintain a zero-tolerance approach to child abuse.
- Actively contribute to a child focused culture that supports a safe learning environment for all students.
- Make reportable conduct reports and meet mandatory reporting obligations as required by the legislation and the College's child safety and wellbeing policies.
- Any other reasonable duties as directed by the Director of Junior School (Burke Hall) or his delegate.

## Other Duties

The nature of the position is such that the Educational Psychologist may be required to be available outside normal school hours and be available to attend College events as might be relevant. Engagement in the cocurricular life of the College, including Saturday Sport is considered an inherent requirement of the role of a Teacher at the College. As a professional staff member, the incumbent is able to contribute to the cocurricular program as and where appropriate, subject to interest and capability.

The Educational Psychologist may also be asked to undertake other leadership responsibilities as directed by an immediate manager, the Director of Junior School (Burke Hall) or the Principal.

## Terms and Conditions

**Reporting Line:** Director of Students and Engagement  
All staff are responsible to the Principal and Rector

**Tenure:** As per contract

**Location:** Junior School (Burke Hall), Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016 or its replacement.

## Appendix A

### Application Criteria

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Applicants for Positions of Leadership are to specifically address the following criteria in their application:

1. Demonstration of Ignatian practice through leadership and actions
2. Demonstration of effective staff leadership and positive staff engagement
3. Demonstration of effective student leadership and positive student engagement
4. Demonstration of leadership through process (planning, documentation, communication)
5. Demonstration of leadership through team-building and contribution to and for others
6. Demonstration of leadership for growth (reflection, action, innovation, performance)
7. Demonstration of recent achievements commensurate with the role
8. Indication of future vision and intentions
9. Additional qualifications not detailed above

## Appendix B

# Educators at Xavier College

## Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of member of the College community and therefore an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier.

The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant member of the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all staff at the College.

An educator at Xavier College:

1. clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
2. conducts themselves with a clear intent to model and uphold Gospel and Ignatian values, seeking to know and develop the mission and priorities of Jesuit education
3. demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
4. demonstrates curiosity and active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
5. values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
6. values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
7. seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
8. is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
9. works to identify and develop the inner potential, capacity and self-worth of every student and colleague
10. understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.