



KINROSS WOLAROI
— SCHOOL —

School Psychologist

(Part time or full time)

Candidate information pack

Closing date: 06 October 2024

September 2024



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

The School Psychologist is required to work closely with the current School Psychologist, Director, Wellbeing, Executive Directors, the Head of Boys Boarding and Head of Girls Boarding, Heads of House, Mentors, Chaplain and Teachers to assist with the oversight of the wellbeing of all students. The Psychologist will liaise with key staff to ensure effective and appropriate management of the welfare of students. The Psychologist is required to exercise judgment and recommend to the Heads of School the implementation of opportunities, programs and effective processes to deal with matters or concerns related to student wellbeing.

The Psychologist will be required to provide both professional and informal counselling to students. The Psychologist will be required to liaise with staff and parents as required, ensuring that the best care is provided. The Psychologist will be a member of the Student Wellbeing Team and will be required to assist with Wellbeing and SEL programs in the School relating to the wellbeing of students. This position will work closely with the Director, Wellbeing in the review and development of policies and procedures relating to risk behaviours, mental health, child protection and duty of care.

The School Psychologist can expect to liaise with:

- The Principal's Office
 - Director, Wellbeing
 - Director, Boys Boarding & Director, Girls Boarding
 - Mentors
 - Teachers
 - Parents
 - The Executive Leadership Team
 - Heads of House / Stage Co-ordinators
 - Chaplin
 - Students
 - External Agencies
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POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Student Welfare	<ul style="list-style-type: none">• To assess students' needs using a range of assessments• To provide counselling and guidance to students, with the aim of enhancing the student's personal, social and mental health and educational development• To refer to external specialists as required• To work closely with the Director, Boys Boarding and Director, Girls Boarding regarding the welfare and wellbeing of approximately 340 Boarding students• To oversee the co-ordination of relevant information between external specialists and Staff with respect to student welfare• To liaise on a regular basis with the Health Clinic regarding student needs• To conduct meetings with teachers and/or parents when required to assist with the welfare needs of students• To liaise with Student Academic Services with regard to individual learning programs• To deal with mandatory reporting as required
Professional Development	<ul style="list-style-type: none">• To contribute, on an individual or collaborative basis, to the planning and provision of workshops and programs for staff, students and parents• To promote understanding of essential and current issues in Student Wellbeing• To contribute to the Professional Development of staff in areas such as Mandatory Reporting, Student Wellbeing, Special Needs of students and how to adapt teaching and learning styles to meet particular students' needs
Policies and procedures	<ul style="list-style-type: none">• Assist the Director, Wellbeing with the development and management of Wellbeing policies and procedures• To assist in the development and application of effective procedures for critical management within the School



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Key Word	Duties
General	<p>To provide high quality student counselling and group support where appropriate. This includes:</p> <ul style="list-style-type: none">• To contribute to the day to day operation of the Student Wellbeing Team• To ensure the maintenance of accurate and confidential case files and statistics• To develop an accurate understanding of the School organisation and curriculum• To attend regular meetings with the Director, Wellbeing• To meet with the Executive Director, Head of Junior School as needed• To attend staff meetings as required• To attend to other duties as directed by the Executive Director, Head of Senior School or the Principal
Other duties	<ul style="list-style-type: none">• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Director, Wellbeing.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance. For day-to-day operational matters the position will be *responsive* to the directions of the Director, Wellbeing (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at Kinross Wolaroi School:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees, including a willingness to support the Mission, Vision and Values for the School.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

Essential Knowledge, Skills and Attributes

- Strong service orientation and excellent interpersonal/relationship management skills and ability to engender trust.
 - Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
 - Excellent problem solving, organisational and time management skills.
 - Strong communication skills, with an ability to lead, inspire and motivate others.
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Essential Professional Criteria

- Current Professional Psychologist Registration with AHPRA
 - Eligibility for membership of the Australian Psychological Society or AASW
 - Practical experience working with children, adolescents and their families
 - Experience working as a school Psychologist in a school setting is an advantage.
 - Knowledge of key issues in managing mental health within a K-12 environment
 - Maintain Membership of relevant Professional Bodies and Professional Registration
 - Participation in professional supervision
 - Participate in and share regular relevant professional development
 - Provision of seminars and professional development and expert advice on mental health and wellbeing
 - Contributing to the review and development of student and staff welfare policies
 - Initiating preventative and mental health promoting programs
 - Familiarity with reporting psychometric assessments including WIAT, WISC and WAIS
 - Demonstrated experience developing and implementing behaviour management plans for children with complex needs
 - Demonstrated ability to develop, implement and evaluate social skills and inclusion programs
 - Capacity to work as part of a multi-disciplinary team to provide interventions for individuals and groups
 - Sound knowledge of Child Protection within an educational setting
 - Demonstrated ability to systematically assess and evaluate programs and their impact on Student Wellbeing
 - Demonstrated capacity to develop, implement and evaluate data driven student Wellbeing interventions working knowledge of issues relating to Duty of Care and Child at Risk matters in an educational/ boarding setting and the ability to assess current policies and procedures in this area.
 - The capacity to support students, staff and families in maintaining ongoing positive mental and emotional health
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Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
 - Observe Kinross Wolaroi School WHS Protocol.
 - Identify WHS information and training needs for self.
 - Be involved in WHS projects according to priorities set by consultative processes and management direction.
 - Comply with WHS initiatives as directed and agreed with management and consultative processes.
 - Comply with safe work procedures as instructed by supervisor or manager.
 - Comply with legal and reasonable instructions from employer representatives.
 - Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.
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APPOINTMENT CONDITIONS

Employment will be offered on a permanent full time or part-time ongoing basis.

The normal working hours are 8.30AM to 4.36PM Monday to Friday. However, the nature of the position will inevitably involve working outside these hours on occasion to meet critical deadlines or business requirements. The position is remunerated at a level to reflect this inherent requirement.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA) Wellbeing Services Staff – Psychologists* classification of the School's Enterprise Agreement as it applies from time to time, or any industrial instrument that replaces the MEA.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact the People & Culture Department on recruitment@kws.nsw.edu.au.

Before submitting your application, please ensure that you have:

- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Knowledge, Skills and Attributes and the Essential Professional Criteria in your cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.

You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to recruitment@kws.nsw.edu.au

or addressed to
People & Culture Department
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.
