## **School Psychologist**

#### STATEMENT OF DUTIES

**MARCH 2021** 

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Student Support
Supervisor	Senior School Psychologist
Award/Agreement	Teaching Service (Tasmanian Public Sector)
Classification	Band 1 Level 4-13
Employment Conditions	Permanent or fixed-term, full or part-time as specified, up to 70 hours per fortnight, 52 weeks per year including 11 weeks annual leave. Interstate and intrastate travel may be required.  School Psychologists are part of a statewide public education system and may, in accordance with the provisions of the State Service Act 2000, and the Transfer and Isolated Locations Incentives Agreement 2000 as incorporated into the Teaching Service (Tasmanian Public Sector) Award 2005 be transferred to any other location on a temporary or permanent basis. If permanently transferred to meet departmental requirements, reasonable expenses will be met.
Location	The current location is within a specified Learning Service, but this may be subject to negotiation.

## **Primary Purpose**

Work in schools as a member of a multi-disciplinary team to provide a child and adolescent psychological service which supports students and families. Contribute to capacity building of school communities to improve access, participation, and achievement of students.



## Level of Responsibility/Direction and Supervision

Responsible for the professional management of the assigned caseload. The occupant is responsible to the Senior School Psychologist for the effective delivery of child and adolescent psychological services within the Department of Education Strategic Plan and assists in the delivery of, as required, professional activities for assigned School Psychologists. The Senior School Psychologist provides broad direction for Learning Service operational issues and the Department of Education Strategic Plan.

The assigned school Principal provides general direction for occupants. The occupant is expected to act independently on a day-to-day basis and work with minimum direction. Professional practice supervision is provided by a Senior School Psychologist.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

### **Primary Duties**

- 1. Undertake educational and psychological assessment and diagnosis in all areas of child and adolescent development.
- 2. Plan evidence-based interventions in collaboration with other staff, relevant professional and parents.
- 3. Participate as a member of a Learning Services Student Support Team and contribute to the implementation of the DECYP Strategic Plan.
- 4. Provide professional learning and information to build capacity of schools and families to improve students' learning and developmental outcomes.
- 5. Provide psychological counselling, therapy and programs for individuals and groups for a range of mental health, emotional and family issues.
- 6. As required respond to systemic needs including staff development, supportive school community strategies and statewide initiatives.

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- 7. Respond to and assist schools and Learning Services in their response to critical incidents and emergencies.
- 8. Collect, collate, and maintain student information and records to meet legislative and DECYP requirements to inform research and policy development.
- 9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- 10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

#### Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

- 1. Demonstrated experience and knowledge in the provision of child and adolescent psychological assessment, diagnosis and development services.
- 2. Demonstrated knowledge and skills in the provision of psychological counselling and therapy and the development of programs.
- 3. Proven ability to relate to students, parents, schools and other relevant professionals and sound oral and written communication and interpersonal skills.
- 4. Personal skills of self-direction, initiative and flexibility and the ability to work as a member of a multi-disciplinary team.
- 5. Ability to work in an inclusive educational environment and respond to systemic needs including staff development, supportive school community strategies and statewide initiatives.
- 6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

#### **Essential**

 Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

- Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award.
- Registration as a Psychologist within Tasmania in accordance with the provisions of the Health Practitioner Regulation National Law (Tasmania) Act 2010 or possesses a degree with a fourth-year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist. Identification check

#### Desirable

- A current driver's licence.
- Eligible for membership of the Australian Psychological Society.

# Working within the Department for Education, Children and Young People





Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

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The State Service Principles and Code of Conduct are contained in the *State Service Act* 2000 and can be found on the State Service Management Office website at <a href="http://www.dpac.tas.gov.au/divisions/ssmo">http://www.dpac.tas.gov.au/divisions/ssmo</a> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at <u>Department</u> for Education, Children And Young People: Information technology policies

#### Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, Safe. Secure. Supported. underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 964915 – Manager Vacancy and Staffing Services – July 2016

Reguest: 135-2000/01, 308-2003/04, 079-2005/06 & 124-2009/10

Date Duties and Selection Criteria Last Reviewed: HR 01/17, 03/21 DL

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