



ESO | Psychologist

Position Information Document

Position:	Psychologist (Fixed Term up to Friday 11 December 2026) 37.5 hours per week 42 – 46 weeks (negotiable)
Stream:	Other Professionals
Classification:	Grade 6
Line Manager:	Director of Wellbeing and ultimately the Principal

Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

Position Purpose

The College Psychologist (R–12) plays a central role in promoting student wellbeing and supporting positive learning outcomes across the College. Reporting to the Director of Wellbeing, the psychologist works in close partnership with staff, families, and the wider College community, guided by the Mercedes College Strategic Plan and Catholic Education SA.

This role contributes to a whole-school approach to mental health and wellbeing, recognising the complex and evolving social-emotional needs of children and adolescents. Under the leadership of the Director of Wellbeing, the psychologist helps shape and deliver wellbeing practices and programs that respond to current needs and support the future direction of the College.

Key Working Relationships

- Principal
- Deputy Principal
- College Counsellors
- Senior leadership staff across the College
- Learning Enrichment team
- Teaching (including Temporary Relief Teachers) and non-teaching staff
- Parents/Caregivers/Guardians and students
- External providers, including counselling, mental health, allied health and other service agencies

Key Responsibilities

Duties include, but are not limited to:

- Provide specialist services to students across R-12 in area of expertise through individual counselling, small group work, classroom-based interventions, and conduct and interpret discipline-specific assessments and evaluations to identify student needs, with the provision of feedback, recommendations and strategy implementation support.
- Provide specialised advice to employees and the leadership team in area of expertise to lead, support, and assist in the development and implementation of programs and interventions including universal and targeted initiatives such as Restorative Practice, Positive Education, and Choice Theory.
- Manage the psychology services of the College including preparing and maintaining accurate case notes, files and reports and associated interventions to fulfil professional obligations, noting that information and documentation is stored securely and confidentially and remains the property of the school and must be fully available to authorised personnel at all times.
- Conduct assessments related to cognitive ability, learning needs, and social-emotional functioning.
- Collaborate with staff to inform and support the implementation of Personalised Plans for Learning (PPLs) and contribute to a case management approach for students at risk or with complex needs.
- Establish, implement, evaluate, and maintain a high standard of systems relevant to area of expertise to ensure delivery of a high professional service.
- Manage all aspects of work requirements and associated responsibilities to ensure delivery of a timely, responsive, and professional specialist service.
- As authorised, negotiate and facilitate the service provision of specialist external counselling and associated services not available in-house, and maintain all relevant documentation, records etc.
- Collaborate with case managers, teachers, education support officers, families, and external agencies to ensure continuity of care and deliver holistic, coordinated support for students, particularly during key transitions. This continuity of care may occasionally be required outside standard working hours.
- Provide correspondence, reports, written submissions, data, etc., as required for the employer, families, mental health practitioners and Government and community agencies, maintaining effective records at all times.
- Maintain confidentiality as required, being cognisant of the College's legal and moral duty of care.
- In consultation with the Principal (or delegate) support students and families in child protection matters, which may include making child abuse reports (CARL), facilitating access to appropriate external services, and ensuring a coordinated response in collaboration with relevant stakeholders.
- Maintain appropriate, continuous professional knowledge by attending professional development and actively participating in relevant network/professional groups.
- Actively and positively engage in school programs, activities, events, required training and regular professional reviews.
- Undertake other duties as required by the Principal (or delegate).

Person Specification

- A commitment to uphold and contribute to the Catholic ethos of the College.
- Demonstrated specialised comprehensive experience and high-level professional skills providing effective and empowering specialist services to children and adolescents in educational settings.
- Comprehensive knowledge of current Child Protection requirements and associated legislation and demonstrated application of same.
- Demonstrated accountability for a broad range of personal and team service outcomes with responsibility for the overall planning and delivery of work and associated outcomes for the specialist function, of significant scale or complexity, within the school community.
- Experience in undertaking research and investigation and proven ability to develop policy and practice directions in area of expertise for use by other College staff.



- Demonstrated ability to determine priorities and practices for the delivery of an effective specialist service, exercising significant and independent professional judgement based on extensive experience and an advanced level of expertise to achieve required outcomes.
- Demonstrated leadership skills and experience with ability to positively influence and support school leaders, team members and other staff and inform the development of policy and strategies of significance to enhance and achieve school priorities.
- High level of emotional intelligence, with the ability to build trust and rapport with students, staff, and families.
- Excellent interpersonal and communication skills, with the ability to work collaboratively within a multidisciplinary team.
- Exceptional organisational and time management skills along with an ability to manage and maintain accurate records and files, effectively prioritise tasks, be proactive and meet required timelines.
- Proven ability to exercise sound professional judgment, discretion, and maintain confidentiality.
- Ability to lead and manage complex, unexpected and sensitive situations with empathy, professionalism, and cultural awareness.
- Experience in developing and implementing evidence-based wellbeing and mental health initiatives within a school or community setting.
- Capacity to engage with external agencies and professionals to support student wellbeing and development

Position Requirements

- A University qualification in Psychology and comprehensive demonstrated knowledge and experience in a comparable role, particularly with children and young people, including those with special needs.
- Current and full registration with the Psychology Board of Australia, preferably holding, or eligible for, Area of Practice Endorsement in Educational and Developmental Psychology.
- This position may require availability outside standard working hours to respond to operational or emergent needs, this time will be remunerated in accordance with the Enterprise Agreement.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and Appendix A, while at work, take reasonable care for their own health and safety:
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Performance Review / Appraisal Conditions

The Psychologist will be required to participate in an Annual Goal Setting and Review process with Director of Wellbeing, and other relevant delegate(s), as well as undergo a comprehensive Performance Appraisal during the term of the appointment. The Psychologist will present evidence of the impact at this time.

APPENDIX A - Workplace Health Safety & Welfare

Commitment

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

Plans and Budgets

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

Performance and Training

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

Risk Management and Hazard Control

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

Consultation

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

Monitoring

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.