



Celebrating over 800 years of tradition and the search for Truth, Blackfriars remains the Dominican Friars only Australian school. Founded in 1953 on the northern fringe of the Adelaide business district, Blackfriars provides modern facilities with world-class tuition for around 760 boys from ELC (co-ed) to Year 12. The School affirms the Dominican tradition by engaging spirit, mind and body in the pursuit of knowledge. A committed team of approximately 100 staff and a vibrant, culturally diverse and inclusive School community, Blackfriars is regarded as one of Australia's finest independent Catholic boys' schools.

Blackfriars Priory School is committed to the Four Pillars of Dominican Life:

Prayer | Study | Community | Service

Applications are invited from suitably qualified and experienced candidates for the position of:

Psychologist

Grade 6 = \$97,432 - \$108,439

(negotiable depending on qualifications and experience)

Permanent | Working 46 Weeks/Year

Further information regarding this position is available by contacting:

MR BRETT KNOWLES

Deputy Principal

Email: bknowles@bps.sa.edu.au

Applicants are requested to:

1. Complete the Employee Declaration Form.
2. Submit a current Curriculum Vitae including a minimum of **three referees** with contact details.
3. Submit a statement of no more than one page outlining why you would like to work at Blackfriars Priory School, your understanding of and ability to contribute to the mission of Blackfriars Priory School as a catholic school in the Dominican tradition.
4. Submit a statement of no more than three pages outlining your capacity, experience and qualifications to fulfil the **Duties and Responsibilities** as stated in the Position Information Document.
5. **Attach:** Copies of relevant **Qualifications; Working With Children Check** (DHS issued) and/or **Responding to Risks of Harm, Abuse & Neglect certificates**.
6. **Provide evidence of COVID-19 Vaccine status** – as per CESA policy for Education workers and volunteers.

Applications are to be addressed to:

MR DAVID RUGGIERO

Principal

Blackfriars Priory School

Please email applications to: employ@bps.sa.edu.au

Applications close: **Monday, 27 June 2022 @ 4pm**

NB: You are required to complete the Employment Declaration and attach it to your application.





POSITION INFORMATION DOCUMENT

As the only school in Australia founded by the Dominican friars, Blackfriars remains faithful to the search for truth – veritas – as lived and taught by Dominicans across the world for the past 800 years. This search follows authentically in the footsteps and foundations described by founder of the Order of Preachers, St Dominic himself, and by the School's patron, St Albert the Great.

Blackfriars Priory School is an independent Catholic school under the governance of the Dominican friars, committed to providing a holistic education – academically, socially, emotionally, physically, and spiritually – that caters specifically to the needs of boys. We develop young men who seek truth in life, walk with confidence and purpose and are inspired by the four pillars of Dominican life – Prayer, Study, Community and Service.

Blackfriars provides more than 700 students from Reception to Year 12 with modern facilities, outstanding resources, world-class tuition and opportunities to explore and question, develop confidence in their abilities and identify and excel in their natural strengths.

Blackfriars is situated on 4.5 hectares in Prospect, 3km from the centre of Adelaide and adjacent the city's northern parklands. Since its establishment in 1953, Blackfriars has provided an inclusive and progressive educational environment where boys have every opportunity to explore and discover their purpose in the world.

Working at Blackfriars

It is expected that all members of staff working at Blackfriars will support and live in harmony with the School's Catholic ethos, comply with all applicable governing codes of conduct, policies and procedures, in particular those pertinent to the safety and protection of child and young people and that of Work Health and Safety. Employees will advance the School's Strategic Plan and Mission and Vision Statements; thereby contributing towards the sustainability and growth of the broader Blackfriars community.

Blackfriars is an equal opportunity employer, embracing a culture of diversity without discrimination.

SCHOOL PSYCHOLOGIST

NAME:

CLASSIFICATION:

Education Support Officer | Grade 6 (Other Professional Stream)

In accord with SA Catholic Schools Enterprise Agreement 2017
[or as replaced] and First Aid Allowance

EMPLOYMENT STATUS:

Permanent | Full-Time | FTE 1.0

WORK ALLOCATION:

Monday to Friday | 8:30am – 4:30pm

37.5 hours per week | 48 weeks per annum

(NB: Daily hours include a 30 minute unpaid lunch break)

COMMENCEMENT DATE:

REPORTING RELATIONSHIPS:

Operational Manager: **Deputy Principal**

Executive Manager: **Principal**

APPOINTMENT AUTHORITY:

All staff appointments are authorised by the Principal

CONTEXT

The School Psychologist position offers a rewarding opportunity for a confident, highly motivated person with initiative, who can work independently as well as with a team. The position requires the person to work with students and their families in providing psychological services and mental health initiatives.

The School Psychologist relates to students, staff and parents in a way, which is responsive to their needs. The person will be competent to deal with many types of problems eg. Behavioural, emotional, friendship issues, family problems, separation and divorce, grief and loss, crisis situations. The School Psychologist will be conversant with support services and social agencies in the community and support the student through the process of change.

The School Psychologist will:

- Maintain effective communication with all members of staff
- Demonstrate self directed development and achievement of broad or specialised areas of knowledge and skills
- Undertake research and investigation that lead to and inform the development of policy and strategies of significance to the strategic direction student wellbeing
- Apply knowledge and skills to perform complex tasks
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level
- Exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise
- Be accountable for a broad range of personal and team or service outcomes
- Be responsible for the overall planning of work for a function or service of significant scale or complexity.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and outcomes of work of others or functions or service.

RESPONSIBILITIES

Organisational Psychology & General Responsibilities

- Undertake a range of professional activities including research, the selection and application of psychological assessments and interventions, based on the exercise of professional judgement, independence and high levels of professional competence
- Identify policies and procedures requiring review or re-development to ensure they remain compliant with professional guidelines and psychological best practice
- Provide psychological expertise and/or policy advice across a range of programs or activities undertaken by the School, formulate policies and provide specialist advice on policy formulation to senior management
- Provide specialised consultation to teachers, the Wellbeing Team and the Executive Team
- Provide specialised consultation and assist with the coordination and/or implementation of school-wide psychology-based preventative strategies and programs, particularly in areas of mental health and wellbeing
- Provide specialised consultation and assist with the coordination and/or implementation of a career development and planning framework for secondary school students, and support with its facilitation as required
- Provide specialised consultation and assist with the coordination and/or implementation of psychology-based group activities for primary school students (e.g., social skills training sessions)
- Provide specialised consultation to the Executive Team where possible on areas related to organisational development (e.g., organisational culture)
- Provide leadership on mental health and champion wellbeing across the school community, by promoting key yearly events such as 'R U OK? Week' and assisting to coordinate guest speaker programs
- Provide written submissions and reports as required
- Be accountable for the establishment, implementation and evaluation of School policies and procedures to ensure the highest standard of service is provided

- Attend and participate in staff meetings/activities during work time. An indicative list, but not limited to are:
 - Weekly Staff Prayer Meetings | School Masses | Assemblies | Staff Days and Staff Retreats
- Other reasonable duties as directed by the Principal.

Educational Psychology & Counselling Support

- Maintain an exemplary standard of record keeping and documentation consistent with professional guidelines
- Be responsible for management and coordination responsibilities as required by school leadership
- Manage referrals from students, parents and teachers
- Provide counselling support for students with social, emotional, psychological or intellectual concerns
- Be a contact person and advocate for student with significant caring responsibilities outside of school
- Undertake psycho-educational assessments
- Manage psychological interventions with students experiencing difficulties
- Assist with crisis intervention
- Work with relevant staff to develop, review, evaluate and implement programs and intervention strategies, as required
- Maintain professional registration and ongoing professional development as required by Government and professional bodies relevant to the profession of Psychology
- Ensure adherence to all aspects of legal compliance as they relate to the role
- Have expert knowledge of child and adolescent development, child protection issues and legislation, and multicultural issues as they impact on service delivery
- Liaise with external support agencies and make reports of students with complex needs to external support agencies
- Communicate appropriate information from external support agencies regarding students to relevant staff on a needs basis
- Work collaboratively with the Wellbeing Team to support students.

ESSENTIAL CRITERIA

- Demonstrate a commitment to the Catholic and Dominican charism and ethos of the School through the fostering of the Four Pillars of Dominican life
- Demonstrate support and application of the School's Vision and Strategic Plan
- Participate in the Dominican Formation Program
- Acquire and maintain valid status of:
 - Approved Responding to Risks of Harm, Abuse and Neglect – Education and Care Training
 - Approved 'Working with Children Check' (DHS)
- Demonstrate a professional level of skill and knowledge in the use of relevant software packages
- Bring energy and enthusiasm to the role
- Demonstrate a spirit of teamwork, trustworthiness and approachability
- Possess a high level of interpersonal and communication skills
- Demonstrate discretion and confidentiality in all matters
- Work collaboratively with the School's Community
- Present to internal and external stakeholders in a professional manner
- Demonstrate the ability to prioritise workload and meet deadlines
- Demonstrate attention to detail in all tasks
- Be flexible and adaptable in approaching work and willingness to undertake professional development
- Be resourceful, innovative and reliable within the team structure.

EDUCATIONAL/VOCATIONAL QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications and current registration with AHPRA (essential)
- Experience as a practicing Psychologist in a School or comparable industry (essential)
- Membership of relevant professional organisations (desirable)
- Knowledge and experience of Catholic school procedures and protocols (desirable)
- Experience in the use of the following systems specific to the School (desirable):
 - Synergetic
 - SEQTA

WORK HEALTH AND SAFETY

All employees are expected to:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others
- Be familiar with and understand WH&S policies of the School
- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures
- Complete WH&S education and training modules, as required
- Use correctly any equipment provided for health or safety purposes
- Follow reasonable instructions given by the School, in relation to health and safety at work.

CONDITIONS OF EMPLOYMENT

- A probationary review period of 3 months is applicable to all new permanent non-teaching employees
- The employee must undertake a performance review on an annual basis
- The Position Information Document is reviewed on a biennial basis to ensure the duties are accurate and the position conforms to the classification levels set out in the current SA Catholic Schools Enterprise Agreement.

ACKNOWLEDGEMENT

I have read and understand the requirement of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, task and outcomes.

EMPLOYEE (Signature) _____

APPOINTED EMPLOYEE'S NAME

Date: _____

PRINCIPAL (Signature) _____

DAVID RUGGIERO

Date: _____



EMPLOYMENT DECLARATION

SURNAME: GIVEN NAMES: TITLE:

FORMER SURNAME: DATE of BIRTH:

ADDRESS: POSTCODE:

TELEPHONE: Home: Work: Mobile:

EMAIL ADDRESS:

TEACHER REGISTRATION No: WORKING WITH CHILDREN CHECK (WWCC): Yes No

Please note: You must provide the **ORIGINAL TRB** issued Teacher Registration Certificate (if applicable) and evidence of a valid, current DHS issued Working With Children Check (WWCC) for sighting at your work location.

POSITION FOR WHICH YOU ARE APPLYING: **Psychologist**

Please respond to the questions below, sign the Declaration and submit with your application:

1. Have you ever been investigated, charged, arrested, reported for, pleaded to, or been found guilty of any criminal offence? (Excludes offences issued with an expiation notices ie speeding fines) Yes No
2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? Yes No
4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 Years of age) or towards any other person to whom you were responsible for providing education or other services? Yes No
5. Our process includes asking referees whether there are any child protection concerns in respect to you. Do you foresee any problem arising from this process? Yes No
6. Do you have conditions on your Teacher Registration? N/A Yes No

Please note: If you answered **YES** to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as a separate document)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or Principal's delegate) to discuss:

I wish not to answer one or more of the above questions and request that a meeting be arranged between myself and the Principal (or Principal's delegate).

Please note: If you wish to meet with the Principal (or delegate), you must submit your application at less one week prior to the closing date.

Further information and ongoing requirements:

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form, you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are accused, charged with, granted bail or convicted in relation to a sexual offence against a child, you are to immediately inform the **Principal** and must immediately cease providing services to Blackfriars.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration truthfully.

Applicant Signature: Date: / /

Declaration reviewed by the Principal of Blackfriars: Signature: Date: / /