



**CATHOLIC SCHOOLS OFFICE  
WAGGA WAGGA**

*faith, learning, care, service & stewardship*

**Diocese of Wagga Wagga**

**Catholic Schools Office**

Applicant Information

for the positions of

**Secondary School Psychologists**

**5 Positions**

**Locations:**

**Albury, Wagga Wagga, Griffith and Leeton**

**Start date: 23 January 2018**





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## THE CATHOLIC SCHOOLS OFFICE, WAGGA WAGGA

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The Catholic Schools Office (CSO) is currently accountable to the Apostolic Administrator, Archbishop Prowse and is led by the Director of Schools, Mr Alan Bowyer. The Director is supported by 2 Assistant Directors (Catholic Life and Mission and School and System Improvement), and 5 Service Leaders. Service Leaders occupy the following roles: three Consultants who support principals and school staff; Finance & Resources; and Employee Services. There are 27 primary schools and 5 secondary schools that educate in excess of 8,500 students through the dedication and work of approximately 1,000 staff.

Our Catholic school communities encounter and engage with Jesus and His message as communities of faith, learning, care, service and stewardship. We strive to educate tomorrow's adults, developing their God-given individual talents to enable them to fulfil their life's potential. Today's students enjoy challenge and embrace the learning technologies and religious and spiritual opportunities available to them as part of their education in a Catholic school. Staff in our schools address the expectations of an ever-changing world in their commitment to educating the whole child. They acknowledge the role of parents as the first educators of their children and appreciate the confidence which parents have in them to deliver appropriate, focused and quality Catholic education. Catholic Schools and Colleges in the Diocese of Wagga Wagga continue to strive for excellence so that the choice of a Catholic education remains affordable and the right choice for your child's education.

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## THE WAGGA WAGGA REGION

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Wagga Wagga has a population of approximately 60,000 people, and is the state's largest inland city. It is an important agricultural, military, educational and transport hub of Australia. The city is located midway between Sydney and Melbourne, and is close to the ACT. It is the major regional centre for the Riverina and South West Slopes.

Higher education in Wagga Wagga is provided by Charles Sturt University (CSU), the University of NSW, University of Notre Dame, TAFE NSW - Riverina Institute, Australian Airline Pilot Academy and two major Defence Training Centres at Kapooka (Australian Army) and RAAF Forest Hill (Royal Australian Airforce).

Wagga Wagga has wonderful parks and gardens. You can cycle the "bikeways", take a nature walk along the banks of the Murrumbidgee or an outing to one of the speciality markets. Visit the Museums, Art Galleries and Theatres – from traditional to contemporary there is something to suit all tastes.



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## ADVANTAGES OF LIVING IN WAGGA WAGGA DIOCESE

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### **Career:**

- This is an opportunity for career development and advancement, working with a diverse range of staff from across a wide community, on a more personal level.
- Professional experiences are supported and made available to advance knowledge in your chosen field.

### **Work/Life Balance:**

- A healthier work/life balance.
- Regional areas provide a real sense of community.
- Friendly people.
- Good schooling; sports facilities; cultural facilities.
- Regional cities are the most family-friendly places to live in Australia ahead of the nation's capitals, experiencing less mortgage stress, higher employment and safer communities.
- A real sense of community in the various schools and towns across the Diocese of Wagga Wagga.

### **Financial:**

- No long, daily commute
- Housing is much more affordable than metropolitan areas

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## FURTHER INFORMATION

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Please visit the Wagga Wagga CSO website located at <http://web.csoww.catholic.edu.au> to access a range of information including the CSO Vision and Mission; the CSO Strategic Plan; and 'A Framework for Learning'.

Please visit the websites below for general information on the following areas:

Wagga Wagga - [www.wagga.nsw.gov.au](http://www.wagga.nsw.gov.au)

Griffith - [https://www.griffith.nsw.gov.au/cp\\_themes/default/home.asp](https://www.griffith.nsw.gov.au/cp_themes/default/home.asp)

Albury - <http://www.alburycity.nsw.gov.au/>

Leeton - <http://www.leeton.nsw.gov.au/>





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### Role Description

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<b>TEAM:</b>	CSO Pastoral Care and Wellbeing
<b>ROLE:</b>	Secondary School Psychologist
<b>ACCOUNTABLE TO:</b>	Principal
<b>REMUNERATION:</b>	Salary Range \$86,783pa – Total Remuneration \$96,193pa to \$94,408pa – Total Remuneration \$104,645 (Dependent on qualifications and experience)
<b>CONDITIONS</b>	Pupil Vacation Periods and Annual Leave periods in line with School based employees May be required to work up to 5 days per annum during the Pupil Vacation Period with notice
<b>COMMENCING:</b>	23-25 January 2018 – system orientation and induction

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### Purpose

The Secondary School Psychologist role is a CSO system appointment that exists to provide a child and adolescent psychological service in the school. The school psychologist will work at both the school and system level to support students and families. The school psychologist will work in collaboration with the CSO Pastoral Care and Wellbeing Team, led by the Assistant Director – Catholic Life and Mission. The CSO Pastoral Care and Wellbeing Team, comprises the Professional Officer – Learning and Teaching, Pastoral Care and Wellbeing and secondary school psychologists appointed in schools in the Diocese. The psychologist will facilitate access and participation to maximise educational outcomes for students utilising psychological expertise in education and learning to support and build the capacity of the school community toward the same goals.

### Key Areas of Accountability

1. **Actively promotes the Vision and Mission of Catholic education in the Diocese by:**
  - a. Respecting and upholding the ethos and teachings of the Catholic Church and the values of the Employer
2. **Undertake psychological assessment in all areas of child and adolescent development, including:**
  - a. Psycho-educational assessment involving clinical interview and observation,
  - b. Clear understanding of normal and abnormal child and adolescent development.
  - c. Psychological assessment of mental health issues involving clinical measures, clinical interview skills, and observation and information from other sources
  - d. Knowledge and understanding of mental health disorders and their relationship to child and adolescent development.



**3. Provide psychological counselling, therapy and programs for individuals and groups for a range of mental health, emotional and family issues.**

This involves:

- a. Experience and competence with individual psychological therapy, including a range of evidence-based therapies (eg. CBT, IPT)
- b. Familiarity and experience with evidence-based group programs for mental health issues and resilience building.
- c. Delivery of system level programs for students e.g. transition programs, peer support, study skills, remedial, etc
- d. Facilitating small group preventative and proactive programs for students (e.g. social skills and anger management)

**4. Plan evidence-based interventions in collaboration with other staff, relevant professional and parents.**

This may involve:

- a. Communication and planning evidence-based interventions with school staff
- b. A good knowledge and understanding of diversity of the student population and school community (e.g., CALD, ATSI, disadvantage, disability, giftedness etc.) and principles and practices for inclusion.
- c. Ability to coordinate and participate in a multidisciplinary team.
- d. Developing interventions to facilitate the educational services provided to students
- e. Communication and planning evidence-based interventions with parents
- f. Writing reports and professional letters
- g. Liaison with external professionals and agencies
- h. Developing links with relevant community agencies
- i. Referring parents and students to professionals or agencies as needed
- j. Advocating for students with special needs and other issues

**5. Participate as a member of School Staff and provide psychological input to the development, implementation and evaluation of school or system learning programs, goals and outcomes.**

This will involve

- a. Attending administrative meetings (school staff and colleagues) as appropriate to role.
- b. Contributing to school level policy input, e.g. behaviour, student well being, supportive school community strategies
- c. Developing interventions to assist students at points of transition
- d. Participating in relevant curriculum development as requested
- e. Participating in the life of the school community as required, within the limits of ethical boundaries.



- 6. Provide professional learning and information to build capacity of schools and families to improve students' learning and developmental outcomes.** This may involve:
- a. Providing advice to principal and senior staff regarding management of individuals, groups or events
  - b. Providing and facilitating professional learning and information for teaching staff
  - c. Providing professional learning and information to parents
  - d. Writing items for the school newsletter on relevant issues.
  - e. Clearly articulating the role of the School Psychologist, including ethical boundaries to the staff and broader school community.
- 7. Respond to and assist schools and the organisation in their response to critical incidents and emergencies.** This can require:
- a. Knowledge of current evidence on management of traumatic incidents
  - b. Participation in the development and review of school policies and plans for critical incident response
  - c. Assisting with school wide management of, and response to, critical incidents and emergencies
  - d. Providing individual and group support to students and families
  - e. Liaison with external service providers where necessary
  - f. Advising and supporting school staff and parents with managing their own responses
- 8. Respond to and assist schools and the organisation in their response to critical incidents and emergencies.** This can require:
- a. Knowledge of current evidence on management of traumatic incidents
  - b. Participation in the development and review of school policies and plans for critical incident response
  - c. Assisting with school wide management of, and response to, critical incidents and emergencies
  - d. Providing individual and group support to students and families
  - e. Liaison with external service providers where necessary
- 9. Collect, collate and maintain student information and records to meet legislative and system requirements to inform research and policy development,** such as:
- a. Keeping and maintenance of individual records, files and notes
  - b. Collection, collation and maintenance of practice related data, e.g. caseload demographics, outcome measures
  - c. Maintaining an awareness of school community issues and events which may impact on the school, and work with staff to manage such.
  - d. Informing the Principal and senior staff regarding current referral issues and suggest strategies to manage these.
  - e. Maintain professional competence and continued professional learning.
  - f. Familiarity with PsyBA mandated APS Code of Ethics and Guidelines
  - g. Continuing professional development
  - h. Peer consultation



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### **Essential Skills, Capabilities and Requirements**

- Must be fully registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law
- Clinical Support and Supervision with the Professional Officer Learning and Teaching, Pastoral Care and Wellbeing (Registered Psychologist)
- Working with children check / National police criminal history check (as appropriate to jurisdiction)
- Collaborative, Consultative, Innovative, System Thinker
- Accurate, Analytical, Methodical
- Supportive, Empathetic, Confidential
- Experienced in Student Administrative Information & Processes
- A change agent
- Willingness to complete the Accreditation to Work in a Catholic School (Category A) training

### **Desirable Requirements**

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

This Position Description may be amended in order to meet the operational and strategic goals of the Catholic Schools Offices. You may also be required to carry out other duties reasonably required by the Catholic Schools Office, Wagga Wagga after appropriate consultation.

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Renewal and Development: Secondary School Psychologists will:

- a. Undergo an annual appraisal processes.
- b. Develop and complete an annual personal professional learning plan.
- c. Engage in personal professional learning.



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## LOCATIONS

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- Xavier High School, Albury
- Marian Catholic College, Griffith
- St Francis De Sales Regional College, Leeton
- Kildare Catholic College, Wagga Wagga
- Mater Dei Catholic College, Wagga Wagga

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## CONDITIONS OF EMPLOYMENT

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- **Salary and Conditions:**  
Salary Range: \$86,783pa – Total Remuneration \$96,193pa to \$94,408pa – Total Remuneration \$104,645 (Dependent on qualifications and experience)
- **Leave:**  
Pupil Vacation Periods and Annual Leave periods in line with School based employees  
May be required to work up to 5 days per annum during the Pupil Vacation Period with notice
- **Salary Packaging:** employees may elect to take their remuneration as a combination of cash salary and benefits as outlined in the Diocese of Wagga Wagga Salary Packaging Employee Information Guide.
- Applicants who are successful in gaining an interview will receive an interview travel allowance. Relocation allowance will be provided for the successful applicants.
- The successful applicant will undertake a New Working with Children Check and a National Police Checking Service (Crimtrac) prior to appointment.

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## TENTATIVE SHORTLISTING AND INTERVIEW DATES

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Shortlisting: TBA

Interview: TBA





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## CORE DOCUMENTS

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Bishop Hanna's Mandate	Available on webpage at <a href="http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=-ZF__jISrXU%3d&amp;tabid=64">http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=-ZF__jISrXU%3d&amp;tabid=64</a>
CSO Strategic Plan	Available on webpage at <a href="http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=iLgOZbZVgRw%3d&amp;tabid=145">http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=iLgOZbZVgRw%3d&amp;tabid=145</a>
Building on Strengths	Available on webpage at <a href="http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=7wZAhqu9fyw%3d&amp;tabid=168">http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=7wZAhqu9fyw%3d&amp;tabid=168</a>
A Framework for Learning	Available on webpage at <a href="http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=78ZOQ4sG1PY%3d&amp;tabid=64">http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=78ZOQ4sG1PY%3d&amp;tabid=64</a>
Firestick	Available on webpage at <a href="http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=KUIXufqzVA0%3d&amp;tabid=168">http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=KUIXufqzVA0%3d&amp;tabid=168</a>
Accreditation to Work, Teach & Lead in Catholic Education in the Diocese of Wagga Wagga	Available on webpage at <a href="http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=wNrR58gta6k%3d&amp;tabid=75">http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=wNrR58gta6k%3d&amp;tabid=75</a>

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## EMPLOYMENT COLLECTION NOTICE

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In applying for employment in the diocese you will be providing the Catholic Schools Office, Diocese of Wagga Wagga with personal information. The CSO can be contacted on 02 69370000, and ask for the Employee Services Team.

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

If you are the preferred applicant you will be required to undertake a National Criminal History Record Check and the New Working with Children Check, prior to an appointment being made.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Schools Office and why, that they can access that information if they wish, that the Catholic Schools Office does not usually disclose the information to third parties.

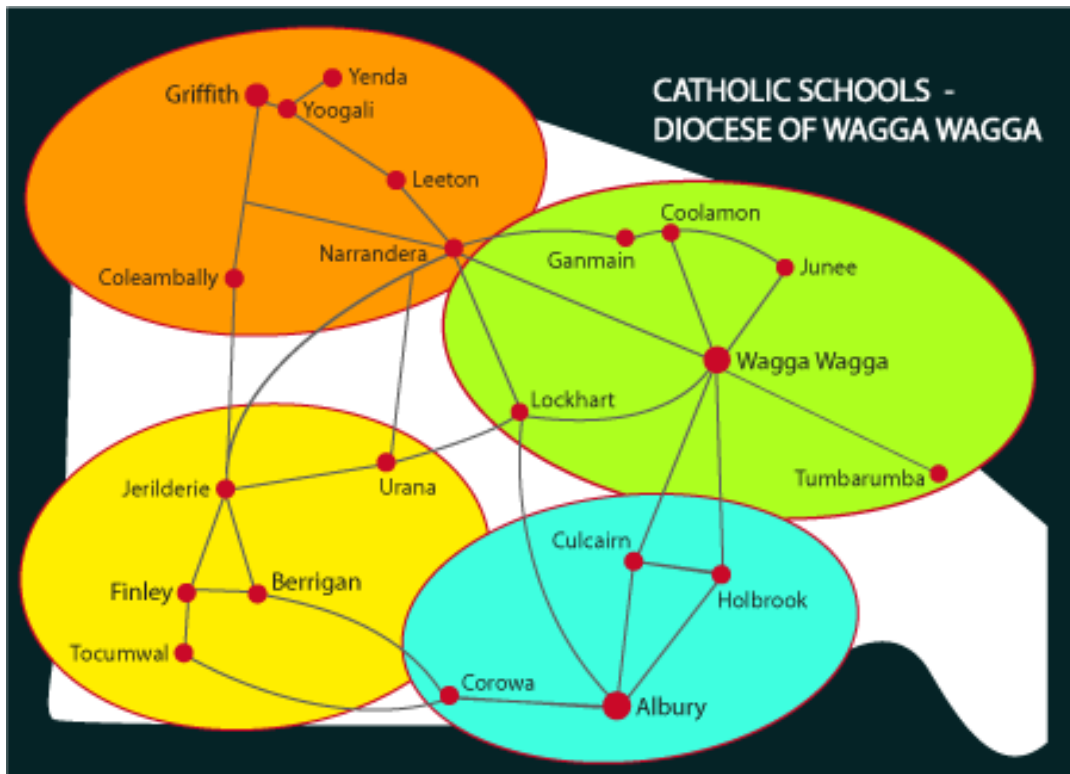


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## MAP OF THE DIOCESE OF WAGGA WAGGA

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The Catholic Diocese of Wagga Wagga is divided into four major regional centres: Wagga, Griffith/MIA, Finley/South-West, Albury.



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APPLYING FOR THIS POSITION

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Please submit your resume and covering letter (no more than 2 pages), addressing the essential skills and abilities, and the additional key responsibilities (found within the role description) of the position by close of business **Thursday 23 November 2017**. For further information please contact Sharee McCormack via email at [mccormacks2@ww.catholic.edu.au](mailto:mccormacks2@ww.catholic.edu.au) or on 02 69370023.

Your resume will include: full employment history; copies of academic qualifications (showing institution & year completed); professional association/memberships; recent professional development and the names and contact details ie: mobile and email, of 3 professional referees and 1 character referee.

Please contact the Employee Services Team on 02 69370014 or email [bergerc@ww.catholic.edu.au](mailto:bergerc@ww.catholic.edu.au) for further information.

**Please complete and return via email to [pricej@ww.catholic.edu.au](mailto:pricej@ww.catholic.edu.au)**

Employee Services Manager  
Catholic Schools Office

Phone: (02) 69370014 Fax: (02)69212286

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PLEASE RETURN THIS COMPLETED PAGE WITH YOUR APPLICATION

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How did you become aware of this vacancy?

- Sydney Morning Herald
- The Age
- The Canberra Times
- School Notice Board
- Web Page
- Teachers On Net
- Other.....

**DECLARATION**

**I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omission may result in non-acceptance of this application and/or termination of employment.**

**Signature.....Date**

*The Catholic Schools Office, Diocese of Wagga Wagga, complies with current Privacy  
Legislation requirements.*