Melbourne Archdiocese Catholic Schools

MARYMEDE CATHOLIC COLLEGE
In the way of Mary

Position Description

Psychologist

Purpose of position	The Psychologist is responsible for providing the College community with high quality cognitive-educational assessments for students and offers short-term counselling support to students, as required.
Staff Team	Counselling Team
Reporting to	Director of Counselling
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Boulevard Doreen
Classification	Education Support Officer Level 5, Category C
Salary and benefits	• Salary range (at time of advertisement): $107,245 - $118,390 pro rata • Seven week's Annual Leave is provided • Flexible workplace and salary packaging arrangements are available
Commencement date	Term 1 2027
Employment conditions	• Full-time or part-time, Ongoing • Working days are negotiable and hours are 8.30am – 4.36pm (30-minute lunch break) The successful applicant will: • be subject to a satisfactory National Police Record Check and Employee Working with Children Check *Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.*
Qualifications and experience	• Full registration as a Psychologist with AHPRA. • Experience in conducting cognitive-educational assessments. • Experience working with children and adolescents and their families in an educational or alternate setting. • Ability to work independently and as part of a team.

	• Excellent inter-personal skills, relating to young people and their families. • Ability to receive feedback and seek support as required. • Satisfactory police Check and Working with Children's Check. • Understands and adheres to current Victorian Child Safe Standards. • Demonstrates understanding and acceptance of the Marymede Catholic College Vision and Mission Statements and the values that underpin them. *Preferred:* • Knowledge and prior experience using the Cattel-Horn-Carroll (CHC) theory in cognitive-educational assessments. • Experience in diagnosing and tailoring recommendations for students with learning difficulties and Specific Learning Disorders. Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

Key duties and responsibilities

- Provide high quality, cognitive-educational assessments for students with learning difficulties, who have not responded to previous intervention.
- Following a comprehensive assessment, and where appropriate diagnose Specific Learning Disorders.
- Provide psycho-social and psychometric assessments to identify students with symptoms of developmental concerns (i.e., Autism Spectrum Disorder, ADHD) and refer to external supports for further assessment.
- Tailor individual learning strategies for students.
- Write comprehensive assessment reports within an appropriate timeframe.
- Conduct meetings with parents to collect sensitive child developmental history.
- Provide parents with assessment feedback and recommendations.
- Provide consultation to Learning Diversity Leaders in developing and implementing learning support strategies.
- Provide short-term counselling support to students, as required.
- Meet regularly with Director of Counselling P-12 to discuss student case load.
- Attend and actively contribute to weekly Counselling Team meetings.
- Supervise the secondary student Wellbeing Space as required.
- Engage in regular clinical supervision and professional development opportunities.
- Respond to students at risk and effectively plan for student safety.
- Maintain clear and coherent electronic case notes in clinical systems (i.e., Halaxy).
- Establish positive partnerships with external agencies, school networks and allied health professionals.
- Actively facilitate groups and programs that support the social and emotional development of students.

- Attend college open days, information evenings, camps, and staff conferences, as required.
- Carry out any other relevant, additional duties as directed by the Director of Counselling.

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through a collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards of communication
- Proven experience in conducting cognitive-educational assessments
- Prove experience working with children and adolescents and their families in an educational or alternate setting.
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:	**February 2026**