



KINROSS WOLAROI  
— SCHOOL —

---

# School Psychologist / Social Worker (K-12)

Candidate Information Pack

March 2019

---



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

## Further Information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>

**School Psychologist / Social Worker - Candidate Information Pack**

---



## About the Position

### The position in context

The School Psychologist / Social Worker is required to work closely with the current School Psychologist, Head of Wellbeing, Heads of School, the Director of Boarding, Heads of House, Mentors, Chaplain and Teachers to assist with the oversight of the wellbeing of all students. The Psychologist / Social Worker will liaise with key staff to ensure effective and appropriate management of the welfare of students. The Psychologist / Social Worker is required to exercise judgment and recommend to the Heads of School the implementation of opportunities, programs and effective processes to deal with matters or concerns related to student wellbeing.

The Psychologist / Social Worker will be required to provide both professional and informal counselling to students. The Psychologist / Social Worker will be required to liaise with staff and parents as required, ensuring that the best care is provided. The Psychologist / Social Worker will be a member of the Student Wellbeing Team and will be required to assist with Wellbeing and SEL programs in the School relating to the wellbeing of students. This position will work closely with the Head of Wellbeing in the review and development of policies and procedures relating to risk behaviours, mental health, child protection and duty of care.

The School Psychologist / Social Worker can expect to liaise with:

- The Principal's Office            The Business Manager
- Head of Wellbeing            Heads of School
- Director of Boarding            Heads of House / Stage Co-ordinators
- Mentors            Chaplain
- Teachers            Students
- Parents            External agencies

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<b><i>Student welfare</i></b>	<ul style="list-style-type: none"> <li>• To assess students' needs using a range of assessments</li> <li>• To provide counselling and guidance to students, with the aim of enhancing the student's personal, social and mental health and educational development</li> <li>• To refer to external specialists as required</li> <li>• To work closely with the Director of Boarding regarding the welfare and wellbeing of some 340 Boarding students</li> <li>• To oversee the co-ordination of relevant information between external specialists and Staff with respect to student welfare</li> <li>• To liaise on a regular basis with the Health Clinic regarding student needs</li> <li>• To conduct meetings with teachers and/or parents when required to assist with the welfare needs of students</li> <li>• To liaise with Student Academic Services with regard to individual learning programs</li> <li><input type="checkbox"/> To deal with mandatory reporting as required</li> </ul>



## School Psychologist / Social Worker - Candidate Information Pack

Key Word	Duties
<b>Professional development</b>	<ul style="list-style-type: none"> <li>To contribute, on an individual or collaborative basis, to the planning and provision of workshops and programs for staff, students and parents</li> <li>To promote understanding of essential and current issues in Student Wellbeing</li> <li>To contribute to the Professional Development of staff in areas such as Mandatory Reporting, Student Wellbeing, Special Needs of students and how to adapt teaching and learning styles to meet particular students' needs</li> </ul>
<b>Policies and procedures</b>	<ul style="list-style-type: none"> <li>Assist the Head of Wellbeing with the development and management of Wellbeing policies and procedures</li> <li>To assist in the development and application of effective procedures for critical management within the School</li> </ul>
<b>General</b>	<p>To provide high quality student counselling and group support where appropriate. This includes:</p> <ul style="list-style-type: none"> <li>To contribute to the day to day operation of the Student Wellbeing Team</li> <li>To ensure the maintenance of accurate and confidential case files and statistics</li> <li>To develop an accurate understanding of the School organisation and curriculum</li> <li>To attend regular meetings with the Head of Student Wellbeing</li> <li>To meet with the Head of Prep School as needed</li> <li>To attend staff meetings as required</li> <li>To attend to other duties as directed by the Head of Senior School or the Principal</li> </ul>
<b>Other duties</b>	<p>Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager</p>

### Professional Review

This position description as outlined above is intended as a framework for professional review

The School reserves the right to alter roles and responsibilities requirements as required

### Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be *responsive* to the directions of the Head of Wellbeing (the Supervisor).



## Selection Criteria

### General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Participate in staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

### Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

### Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.

Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

---



## Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition.

Ability to remain calm under pressure.

Willingness to support the mission and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.

## Essential Criteria

Current Professional Psychologist Registration with AHPRA

Eligibility for membership of the Australian Psychological Society or AASW

Practical experience working with children, adolescents and their families

Experience working as a school Psychologist in a school setting is an advantage

Knowledge of key issues in managing mental health within a K-12 environment

Maintain Membership of relevant Professional Bodies and Professional Registration

Participation in professional supervision

Participate in and share regular relevant professional development

Provision of seminars and professional development and expert advice on mental health and wellbeing

Contributing to the review and development of student and staff welfare policies

Initiating preventative and mental health promoting programs

Familiarity with reporting psychometric assessments including WIAT, WISC and WAIS

Demonstrated experience developing and implementing behaviour management plans for children with complex needs

Demonstrated ability to develop, implement and evaluate social skills and inclusion programs

Capacity to work as part of a multi-disciplinary team to provide interventions for individuals and groups

Sound knowledge of Child Protection within an educational setting

Demonstrated ability to systematically assess and evaluate programs and their impact on Student Wellbeing

Demonstrated capacity to develop, implement and evaluate data driven student Wellbeing interventions

---



## School Psychologist / Social Worker - Candidate Information Pack

---

A working knowledge of issues relating to Duty of Care and Child at Risk matters in an educational/ boarding setting and the ability to assess current policies and procedures in this area.

The capacity to support students, staff and families in maintaining ongoing positive mental and emotional health

### Appointment Conditions

Employment will be offered on a full time permanent ongoing basis, subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The normal working hours are 8.30AM to 4.36PM Monday to Friday. However, the nature of the position will inevitably involve working outside these hours on occasion to meet critical deadlines or business requirements. The position is remunerated at a level to reflect this inherent requirement.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) MultiEnterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. Wellbeing Service Staff - Psychologists rate of the School's Enterprise Agreement.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

---



## Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or [kkenny@kws.nsw.edu.au](mailto:kkenny@kws.nsw.edu.au)

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [kkenny@kws.nsw.edu.au](mailto:kkenny@kws.nsw.edu.au)

or addressed to

Mrs Kate Kenny  
Human Resources Manager  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*

## The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and digital media.
  - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
  - The initial shortlisting process will be completed within two weeks of the closing date.
  - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
  - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
-