



Job Title:	Lead (Senior) Psychologist (Cross Campus)
Reports To:	Heads of Campus
Direct Reports:	School Psychologists / psychology services staff
Section of School:	Whole School
Liaises with:	Whole school community, primary, secondary, ELC, student services, Heads of Learning Areas, Deputies, Deans and Assistant Deans.

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Position Summary	The Lead (Senior) Psychologist is the strategic and professional leader of psychological services at St Stephen's School. The role is responsible for leading, developing and continuously improving the School's psychology and counselling services across PK-12, ensuring service delivery is evidence-based, effective and aligned with the School's Strategic Intent. The role provides expert advice to the Principal, Executive and Heads of Campus on student wellbeing strategy, risk management, service delivery and organisational change initiatives relating to mental health and wellbeing. Working hours for a full time psychologist is 37.5 hours per week. Normal office hours are 8.00 – 4.15pm. Any changes to working hours (for example due to parent appointments outside of normal office hours) or working days, should be communicated to HOC as early as possible. It is important for the HOC to be aware of your whereabouts.
Key Responsibilities and Tasks:	DUTIES AND RESPONSIBILITIES: There are a number of key areas of responsibility for this position all of which rely upon the effective use of the Lead (Senior) Psychologist's particular training and expertise: Strategic Leadership and Service Development • Lead the strategic direction of psychology and counselling services across PK-12. • Develop and implement a contemporary, evidence-based vision for psychological services aligned with the School's Strategic Intent.



- Conduct regular reviews of psychology, counselling and wellbeing services to evaluate effectiveness, identify gaps and recommend improvements.
- Analyse service utilisation, wellbeing trends, student needs and outcomes to inform future service delivery.
- Research emerging trends and best practice in school psychology and student wellbeing and translate these into practical initiatives.
- Develop recommendations and business cases for new programs, staffing models, resources and service structures.
- Prepare reports and presentations for the Principal and Executive Team regarding service performance, risks and future opportunities.
- Drive continuous improvement across the School's psychological services and wellbeing frameworks.

Leadership and Governance of Psychology Services

- Lead and manage the School's Psychology Team, providing professional leadership, supervision and support.
- Establish and maintain professional standards, ethical practice and governance frameworks for psychological services.
- Oversee workload allocation, service priorities and resource planning.
- Provide clinical consultation and guidance to psychologists regarding complex cases.
- Lead performance development, mentoring and professional growth of psychology staff.
- Develop, implement and review policies, procedures and operational frameworks relating to psychological services.
- Ensure compliance with all professional, legislative and child safeguarding requirements.
- Manage the psychology services budget and contribute to resource planning.

School Psychology Services Change management

- Lead the review and redesign of psychology and counselling services across the School.
- Identify opportunities to improve the effectiveness, accessibility and impact of wellbeing services.
- Develop and implement change initiatives that support improved student outcomes.
- Lead stakeholder consultation processes involving students, families, staff and external providers.
- Foster a culture of innovation, reflective practice and continuous improvement.
- Monitor and evaluate the effectiveness of implemented initiatives and recommend further refinements.



	• Support organisational change processes relating to student wellbeing, inclusion and mental health services. Executive Advisory • Provide expert psychological advice to the Principal, Executive Team and Heads of Campus. • Prepare reports and recommendations regarding emerging wellbeing risks and trends. • Contribute to strategic planning and school-wide wellbeing initiatives. • Provide leadership during critical incidents, crisis response and post-incident review processes. • Identify emerging mental health trends and provide proactive recommendations to leadership. Specialist Psychological Services • Maintain a limited caseload focused on complex, high-risk or strategically significant matters. • Provide psychological assessment, consultation and intervention services as required. • Support crisis management, critical incidents and complex student wellbeing matters. • Undertake psychological assessments and provide recommendations for educational adjustments and intervention planning. • Liaise with parents, staff and external professionals to coordinate support for students. • Facilitate referrals to external providers where appropriate. • Provide expert advice to School leadership regarding complex psychological and mental health issues.
Key Performance Indicators:	• Ensure students, parents and the wider school community are provided with a quality and appropriate service in a timely, effective and friendly manner. • Excellent time management skills, and ability to prioritise case load - the role requires a high level of organisation skills with attention to detail. • Case management and assessment of students with a diagnosed learning disorder and liaison with learning support staff and other key stakeholders as required. • Ensure the collection, use and storage of personal information is in accordance with the School's Privacy Policy. • Adhere to the School's Code of Conduct and Policies and Procedures • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.



Selection Criteria:

Essential

- Full registration as a Psychologist by the Psychology Board of Australia with AHPRA, preferably in an area of practice endorsement, such as educational & developmental / counselling / clinical psychology
- Previous work experience in an educational environment / a recognised teaching qualification (highly desirable).
- The Working with Children (Criminal Record Checking) Act 2004
- National Criminal Record Checking
- Exemplary knowledge and practice in contemporary approaches to promoting student wellbeing.
- The capacity for strategic planning and innovative thinking.
- Excellent written communication skills and presentation skills.
- Experience in making sound judgements and exercising tact and discretion in handling sensitive matters.
- Experience in strategic planning and implementation.
- Proven ability to influence senior stakeholders and lead cross-functional initiatives.
- Demonstrated experience leading and developing psychology, counselling or wellbeing teams.

Experience

- Highly experienced in administering the full range of cognitive, educational and behavioural assessments.
- Experience in brief, solution-focused individual and group counseling, as well as the implementation of evidence-based preventative mental health programs at a whole school level.
- An ability to foster positive personal relationships with students, with a commitment to their personal growth.
- Strong staff management and communication skills
- Experience negotiating and resolving complex matters involving students and families
- Willingness to positively and actively contribute to the Christian culture of the School
- Be able to role model Christian behaviour in all aspects of the role

I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by _____ on 09/2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Sept 2026	Sept 2028	Steph Snyman	New	Principal
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO