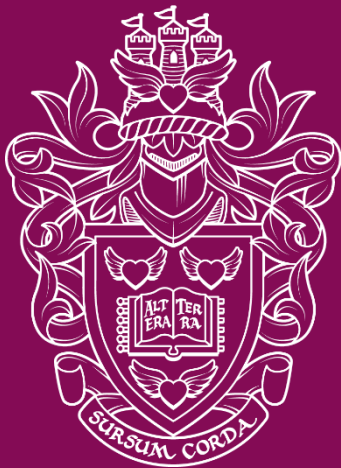




Position Description

Psychologist



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more: www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.



Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	Psychologist
Campus location	Berwick (Middle and Senior Schools)
Reports to	Director of Counselling Services- Psychologist
Employment Type	Permanent Part Time – 0.8 FTE, 30:24 hrs
Work Pattern	Monday, Wednesday, Thursday and Friday
Salary range (Full Time Equivalent)	\$96,218 - \$141,006 (depending on experience) + 12% superannuation
Salary Actual	\$76,975 – \$112,800 (depending on experience) + 12% superannuation
Leave Arrangements	This position includes an additional 6 weeks of Term Break Leave (TBL), over and above annual leave entitlements. Both annual leave and TBL must be taken during non-term weeks. The Salary (Actual) reflects the approved FTE inclusive of the TBL arrangement.

Responsibilities

The primary responsibility of the Psychologist is to provide a full range of psychological services to the student community at Haileybury.

The Psychologist requires the capability to:

- Provide exceptional counselling services for Middle and Senior School students whilst supporting staff in meeting the pastoral care needs of students
- Conduct individual case management using a systems approach and referring on to outside providers as necessary
- Maintain accurate and comprehensive client files which meet the requirements of the professional codes of conduct and legal obligations
- Work collaboratively as a member of the team of psychologists at Haileybury to implement a whole school approach to student wellbeing that builds resilience and connectedness and identifies opportunities for proactive and preventative program
- Attend parent/teacher meetings, PSG meetings, Pastoral Care meetings, and Future Student Interview meetings as required
- Facilitate programs accessible to the broader school community including through the delivery of professional development
- Work collaboratively with members of the Individual Needs team in supporting submissions for funding including NCCD

The Director of Counselling Services - Psychologist and the Psychologists are the School's Child Safety and Wellbeing Officers. They are responsible for assisting and advising on child safety and wellbeing matters and are the first points of contact for raising child safety matters.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.



Key selection criteria

Required

- Registration with AHPRA as a Psychologist
- Strong commitment to providing safe, high-quality care using a client-centred approach
- Strong commitment to confidentiality and maintaining student privacy
- Proven ability to work effectively in a team environment and independently as required
- Demonstrated ability to build and maintain effective working relationships with internal and external stakeholders using excellent written and verbal communication skills
- Ability to manage pastoral issues through effective dialogue and adherence to existing policies and procedures
- An ability to respond to the differing learning needs and strengths of all students
- Proficient computer skills with sound knowledge of Microsoft applications
- Current Working With Children Check (Employee)
- Current Victorian Drivers License

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background
- Previous experience working in schools

Personal qualities

- Highly organised
- Great communication skills
- Compassionate
- Enthusiastic and conscientious
- Team oriented
- Resilient

Academic qualifications

APAC Accredited Master's Degree, Combined Masters/PhD, Professional Doctorate in Psychology, completed 4+2 internship or completed 5+1 internship for general registration.

Inherent qualities

Cognitive demands

- Ability to work with students (individually and in groups)
- Ability to handle multiple (sometimes competing) demands from various stakeholders
- Ability to carry out high-level responsibilities and effectively interact and



communicate with students

- Ability to make high level decisions and/or be involved in high-level decision-making processes regarding the wellbeing and safety of students

Physical demands

- Ability to sit at a desk or computer terminal
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT registration will need to hold a current Working With Children Check (Employee) and Nationally Coordinated Criminal History Check Certificate (NCCHC) no more than 90 days old.
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00 am to 4.00 pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information about this position is available from peopleandculture@haileybury.com.au



This position description was prepared by: People & Culture October 2026