



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](http://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	Keysborough
Reports to	Director of Counselling Services- Psychologist
Salary range	\$88,137 - \$135,910 (pro rata, 0.6 FTE, term-time only) + 12% superannuation

## Responsibilities

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

The Psychologist requires the capability to:

- Conduct individual case management using a systems approach, referring onto external providers as necessary, and collaborating with parents/carers, teachers, other staff, external providers and families in supporting of individual student’s engagement with online learning.
- Consult with parents/carers, teachers, other staff and external professionals on issues related to the mental health of students
- Facilitate and co-ordinate care team meetings and the creation of Student Support Plans for identified students
- Provide exceptional counselling services for students via telehealth
- Support staff in meeting the pastoral care needs of students including through the delivery of professional development
- Attend parent/teacher meetings, PSG meetings, Pastoral Care meetings, and Future Student Interview meetings as required
- Maintain accurate and comprehensive client files which meet the requirements of the Code of Conduct and legal obligations
- Work collaboratively as a member of the counselling services team at Haileybury to implement a whole school approach to student wellbeing that builds resilience and connectedness and identifies opportunities for proactive and preventative programs
- with the Head of Individual Needs in supporting submissions for NCCD, special provisions arrangements, and the development of Individual Education Plans
- Facilitate programs accessible to the broader school community

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 is required for Pangea
- Demonstrated ability to build and maintain effective working relationships with internal and external stakeholders using exceptional 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)

## 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 effectively handle multiple (sometimes competing) demands from various stakeholders
- Ability to thrive and adapt quickly within a fast paced, evolving environment.
- 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 for long periods which could lead to headaches or eyestrain.
- 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 Clearance (Employee) and provide a Nationally Coordinated Criminal History Check Certificate (NCCHC) no more than 90 days old.
- All staff at Pangea require a Northern Territory Working with Children Check (also known as Ochre Card)
- 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 8.00am to 4.00pm, 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 which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The school's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.



We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and our Staff Students Professional Boundaries Policy available on our website.

## **Further information**

Further information about this position is available from [peopleandculture@haileybury.com.au](mailto:peopleandculture@haileybury.com.au)

*This position description was prepared by: People & Culture March 2026*