



Procedures for applying for positions with the Catholic Education Office Ballarat (CEOB)

Position Title:	Psychologist – Ballarat
Primary Objective:	This full time, 2 year contract position, focuses on the provision of psychological services within primary and secondary educational settings
Contract	Full-time 2 year contract position for the 2019 and 2020 school year
Starting Date:	Commencement of the 2019 school year
Closing Date for Applications:	Friday 7th December at 4.00pm

Applicants need to download an application form and reference proforma from
<http://www.ceoballarat.catholic.edu.au/employment/ceo-vacancies/>

Queries to be directed to

Mr. Peter Kerwan

Ph: 03 5337 7123

Email: pkerwan@ceob.edu.au



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1. Applying for this Position

This procedures document is designed to assist you in your application for the position of Psychologist at the Catholic Education Office, Diocese of Ballarat (CEOB).

You need to be aware of the following procedural matters:

- The selection and appointment of CEOB staff are conducted according to the policy of CEOB.
- Your application will be acknowledged as soon as it is received.
- You will be informed of the progress of your application after short-listing.
- The preferred format for applications is:
 - Personal/cover letter
 - Application form
 - An evidence-based statement addressing the selection criteria
 - Curriculum vitae.
- Please do not bind your application (if sending via hard copy). It should be left loose for ease of copying.
- If selected for an interview you will be contacted first by telephone and a letter or email will follow.
- Applications and reports from referees will be held until the end of the current year at which time they will be destroyed with the exception of the successful applicant, whose materials will be held on file by the Catholic Education Office.
- Applications should reach the Catholic Education Office Ballarat by the closing date of **Friday 7th December, 2018 at 4.00pm**. Applications can be posted or emailed.
- Address for applications: **ATTN Mr Peter Kerwan**
Manager: HR & ICON
pkerwan@ceob.edu.au
or by post to:
Peter Kerwan
PO Box 576
Ballarat Vic 3350

2. Child Protection in the Ballarat Diocese

"The Catholic Diocese of Ballarat is committed to providing a safe and supportive environment for people of all ages, with special concern for children, young people and vulnerable adults." (Diocesan Professional Standards Policy Statement, 2014)

In schools in the Diocese of Ballarat, child safety policy and practices support a proactive role in the care, wellbeing and protection of children and young people, the provision of child safe environments and intervention procedures for responding to abuse and neglect.

Ballarat Diocesan Schools Advisory Council Child Protection Policy:

http://ceoballarat.catholic.edu.au/media/uploads/childprotection/BDSAC_Child_Protection_Policy_2016.pdf

3. Introduction to the Diocese of Ballarat

The Diocese of Ballarat is one part of the people of God, Christ's faithful, entrusted to the care of the Bishop.

The Catholic Diocese of Ballarat offers support and encouragement to the many thousands of people who live in the rural and provincial communities across the western part of Victoria from the Murray to the Southern Ocean.

There are 52 primary schools, one F-8 and 11 secondary schools within the Diocese of Ballarat. The work for this position will be working with and supporting the secondary schools across the Diocese.

4. Organisational Environment

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- *Proclaiming and witnessing the Good News of Jesus Christ*
- *Ensuring quality learning that promotes excellence and fosters the authentic human development of all*
- *Living justly in the world, in relationship with each other and in harmony with God's creation*
- *Exploring, deepening and expressing our Catholic identity in diverse ways*
- *Enabling each one of us to reflect more fully in the image of God.*

Structures

- The Catholic Education Office Ballarat (CEOB) is a formal office of the Bishop of Ballarat.
- The Catholic Education Office participates and cooperates in the work of the Catholic Education Commission of Victoria (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and working in cooperation with government statutory authorities.
- The Director of Catholic Education acts within a delegation from the Bishop in the organisational, administrative, support and service matters related to Catholic schools within the Diocese, including matters related to leadership and faith formation.
- The Director of Catholic Education and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. The CEO is not the controlling or employing authority for Catholic schools, and the authority of the Canonical Administrators within their parish and/or school is acknowledged and respected.

5. General Principles for Selection and Appointment

The Director of Catholic Education is the responsible party in the matter of selection and appointment of CEOB staff.

The management of the process has been delegated to the Manager: HR & ICON.

The appointment shall be made by the Director of Catholic Education after it has been advertised and applicants interviewed by an appropriately constituted interview panel. All proceedings of the interview panel shall be strictly confidential and no information gained from applicants shall be divulged to any person or organisation outside the manager of the process and the interview panel.

The function of the interview panel is to make a recommendation to the Director. The final decision on the matter rests with the Director.

6. References

Applicants are asked to provide the names and contact details of three referees to be contacted by members of the interview panel. Referees should include your current employer or an appropriate representative of that employer (for example a current Team Leader).

The panel has an obligation to obtain as much credible information as possible about each of the candidates in order to make an informed recommendation. If further references are required, a member of the interview panel will contact you to discuss this.

In seeking information, confidentiality and sensitivity to the applicant's particular situation are carefully observed.

7. Employment Collection Notice

In applying for this position you will be providing the interview panel and the Catholic Education Office, Diocese of Ballarat (CEO) with personal information. The CEOB can be contacted at 5 Lyons Street, Ballarat, telephone 03 5337 7135.

1. If you provide the CEOB with personal information, for example, your name and address or information contained on your resume, this information will be collated in order to assess your application. If the personal information that is requested on the application form is not provided, the application cannot be considered.
2. Information concerning you may be collected from other parties. This will most commonly be those referees that you have nominated. The interview panel does reserve the right to contact other parties who may be able to assist the panel in its deliberations.
3. You agree that CEOB may store this information until the end of the current year.
4. You may seek access to any personal information that the CEOB holds if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include those where access would have an unreasonable impact on the privacy of others.
5. The CEOB will not disclose information about you to a third party without your consent.
6. If you provide us with the personal information of others, i.e. contact numbers, we encourage you to inform them that you are disclosing this information to CEOB and why. This information will not be disclosed to third parties and may be stored until the end of the current year.

8. Interviews

Successful applicants will be notified of an interview date and time. For your planning, the interview date has been calendared for: **Friday 14th December.**

9. Position Description



POSITION DESCRIPTION **Catholic Education Office** **Ballarat**

POSITION TITLE:	Psychologist - Ballarat
Full time equivalent	Full time 2 year
Salary	Annual Salary Range \$95,984 - \$106,825
Location	This full time, 2 year contract position, focuses on the provision of psychological services within primary and secondary education settings. Early career psychologist will be considered suitable for this position.
Approved by Director	November 2018

Primary Objective

This full time, 2 year contract position, focuses on the provision of psychological services within primary and secondary education settings

Accountability

The Psychologist reports to the Assistant Director: Educational Services.

Key Responsibilities as an Education Officer

1. To support the ethos, values and mission of Catholic education
2. To support schools with the identification and implementation of evidence-based strategies that will lead to improved learning outcomes for all students
3. To assist school leadership teams or individual school staff members in interpreting student academic or behaviour data that may directly support or help shape the school's future improvement agenda
4. To investigate alternative evidence based strategies that address current and future system needs. Where appropriate prepare discussion papers to further progress the implementation of these strategies
5. To provide highly specialised expertise and leadership in your selected field of work
6. To work as a member of a cohesive and collaborative Educational Services Team and Diocesan Education Team focussed on improving outcomes for all students

7. To work collaboratively with the Educational Consultants to facilitate the provision of a comprehensive and integrated service to schools
8. To, as requested, represent the Director on CECV/ State Government/ Federal Government or Interagency committees and working parties

Key Responsibilities and Key Selection Criteria - Psychologist

1. To provide diagnostic assessments and direct psychological services to individuals and groups.
2. To identify systemic patterns of student need and identify appropriate, evidence-based strategies to influence service delivery.
3. To observe students in their instructional environment in order to help identify appropriate intervention strategies, to identify barriers to intervention, and to collect data.
4. To provide services to students to address their social, behavioural, emotional and cognitive needs.
5. To consult with teachers and parents regarding early intervention activities in the classroom and at home.
6. To provide counselling and trauma support as part of the Diocesan Critical Incidence Team
7. To contribute to the planning, organizing and implementing of school programs related to student needs.
8. To provide support and professional development for teachers, parents and the wider school community on strategies to support student wellbeing.
9. To support schools to meet the system, organisational and practical implications of providing an inclusive education for all students with disabilities.
10. To undertake professional learning and supervision to maintain and meet professional requirements.

Experience

- A working knowledge or theoretical understanding of psychology in an educational setting
- A mature and integrated faith commitment
- A proven record of commitment to ongoing professional learning
- Ability to use system, school and student performance data to identify areas for improvement.

Requirement

- Hold a Driver's Licence and VIT registration (equivalent).
- Registration as a Psychologist in Victoria.