

## **Student Wellbeing Officer Position Description**

**Job Title:** Student Wellbeing Officer  
**Reporting To:** Principal  
**Review Period:** 6 months

### **Introduction**

Swan Hill Christian School is a Prep to Grade 6 co-educational school that caters for children in the Swan Hill and surrounding areas. It seeks to equip and empower students through a rigorous and engaging values-based curriculum, thus enabling them to be a transforming influence within their community.

Staff will work and act in accordance with the Biblical principles and beliefs, as set out in the School's Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the School.

### **Role Purpose**

A student wellbeing officer is an integral member of the school community and serves the school community by responding to students' identified social, emotional and spiritual needs, whilst endeavouring to demonstrate the love of Christ to all by:

- contributing to improving student engagement and connectedness
- contributing to providing a safe, inclusive and supportive learning environment
- providing pastoral care and guidance to students
- operate within the school community and with external providers

### **Responsibilities**

As a team player in this organisation, the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- is founded on the person of Jesus Christ and honours Him in all that we do.
- reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- You will be required to ensure that you:
  - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
  - Work positively towards the success of the school's activities and traditions.
  - Help maintain a positive and enthusiastic work environment.
  - Support the ethos that Swan Hill Christian School requires.
  - Are aware of your membership in the Christian community and respect and support the directions of the organisation through the leadership of the Board and the Principal.
  - Participate in Performance Management processes to ensure that you continue to develop your skills.
  - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- Promoting equity of access and receptivity to ideas.
- Always acting in the best interests of the School and its ethos.
- Modelling the use of appropriate and proper channels of communication.

## Student Wellbeing Officer

- Is available for confidential pastoral care and guidance to students as per the identified process and policy. This may include providing guidance to staff in relation to student welfare matters. In the case of families of students, such support is available only where it is considered necessary as an extension of dealing with an issue directly relating to a student.
- Assists staff with the issues surrounding student behaviour, learning and socialisation within the school.
- Supports/facilitates/teaches preventative social and resiliency programs/classes and up-skilling of teaching staff as appropriate.
- Liaises with teaching staff and support staff to equip and encourage them to provide the highest quality pastoral care throughout the school.
- Receive referrals related to student welfare and refer to external providers where appropriate or necessary.
- Liaises with parents/carers if appropriate or required.
- Identifies, implements and monitors interventions, both internal and external
- Facilitates access and refers members of the school community to appropriate external services.
- Has an active role in the school's process relating to crisis intervention and trauma debriefing.
- Has an active and distinctive role in the development of school welfare policies and processes.
- Maintains appropriate and confidential records of wellbeing officer contacts, including student interview notes and statistics.
- Formulates appropriate reporting mechanisms in line with the requirements of the school and government bodies.
- Encourages the Christian faith of both staff and students.

### **Wellbeing education:**

- Provides training/teaching as appropriate to both staff and students.
- Is available as an educational resource with regard to counselling, spiritual and ethical views.
- Helps members of the school community to explore their own worldviews and spirituality in light of the claims of Jesus Christ, while respecting each individual's rights to a personal view.
- Encourages reflection, thinking and learning of Christian distinctiveness, which can incorporate both formal and informal educational formats and processes.

### **Manage complex cases:**

- Liaises with external providers, families, staff and students as necessary.
- Holds or attends case management meetings.
- Provides ongoing monitoring of situations and update case files or records as required.

### **Be available for crisis or unplanned student welfare:**

- Attends to immediate needs as they arise i.e. anxiety attacks, sick bay attendance, school refusal.
- Responds to crisis situations where required.
- Liaises with staff, parents or external providers as required.

### **Professional Development:**

- Actively pursues and participates in professional development activities, which will ensure skills and knowledge of pastoral care, mental health and chaplaincy issues are current and reflect best practice.
- May be required to attend appropriate conferences as approved by the Principal.
- Engage in a minimum of 4 and up to 8 supervision sessions per year (including Peer Supervision).

### **Student Safety**

The following relates specifically to our child safety priority:

- Student wellbeing officers must hold a valid employee Working with Children Clearance.
- School staff are required to be familiar with the contents of our *Child Safety and Wellbeing Policy*, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers. Additionally, staff are responsible to deliver curriculum in a manner that caters for students with varied cultural and linguistic background needs as well as disabilities and to talk positively and encouragingly about our differences.
- Child Safety specific experience, qualifications and attributes
  - Experience in working with children
  - An understanding of appropriate behaviours when working with children
  - Display a high level of integrity and trust
  - Ability to role model the school's values
  - Ability to identify and minimise risks to child safety

### **Qualifications, experience and attributes**

- Sound knowledge of the Bible and biblical foundations, and a demonstrated ability to use and apply the Bible as a foundation in carrying out all specific functions and responsibilities.
- Excellent written and verbal communication skills.
- Ability to work individually, and as part of a team to complement collective training, gifts and experience.
- Excellent organisational and record-keeping skills.
- Ability to work under pressure and to meet deadlines.
- Ability to work with a diverse number of students, staff and situations.
- Ability to build relationships.
- Self-motivation, commitment and enthusiasm.
- Willingness to learn, and to reflect and evaluate own performance.
- Training and/or experience in Pastoral Care, Counselling or Chaplaincy required.
- Training in Mental Health required (or willingness to obtain)
- Training and/or experience in Education is highly desirable.
- Ability to meet the current requirements of the National School Chaplaincy Programme as outlined below:

### **National Student Wellbeing Program**

The National Student Wellbeing Program (NSWP) provides:

- pastoral care services

- strategies that support the wellbeing of the broader school community.

The NSWSP defines pastoral care as the practice of supporting the general wellbeing of students and the school community.

Student wellbeing officers must follow the NSWSP Guidelines. The guidelines include a code of conduct which must be signed by the student wellbeing officer. The NSWSP guidelines can be viewed at <https://www.vic.gov.au/national-student-wellbeing-program>.

Student wellbeing officers must hold a Certificate IV equivalent or higher qualification that includes competencies in:

- mental health and making appropriate referrals, and
- providing pastoral care or working with youth.

Qualifications in that meet these requirements are:

- Certificate IV in Chaplaincy and Pastoral Care (CHC42315)
- Certificate IV in Community Services (CHC42015)
- Certificate IV in Mental Health (CHC43315)
- Certificate IV in Youth Justice (CHC40513)
- Certificate IV in Youth Work (CHC40413).

Other qualifications in psychology or social work may be suitable. See:

- the Psychology Board of Australia approved courses of study
- the Australian Association of Social Workers accredited courses.

Student wellbeing officers should have the following experience and attributes:

- Experience supporting the general wellbeing of students and the school community.
- Experience in providing services to improve student engagement and connectedness.
- Ability to foster a safe, inclusive and supportive learning environment.
- Experience in delivering wellbeing services within a multidisciplinary team
- Ability to operate within the school community and with external providers, including providing students with referrals to specialist services when required.
- Ability to support schools and teachers to identify and develop educational, social and emotional programs to support students.
- A person engaged via the NSWSP must be able to meet the following requirements.

A student wellbeing officer is an individual who:

- has the skills and experience to deliver student wellbeing services to the school community
- meets the NSWSP's minimum qualification requirements.

Student wellbeing officers must respect other people's views, values and beliefs, including cultural and religious perspectives. NSWSP student wellbeing officers must not proselytise, evangelise or advocate for a particular religious view or belief.

Student wellbeing officers must comply with mandatory reporting obligations under the *Children, Youth and Families Act 2005*.

## Remuneration

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Principal.