



Position Description



Wellbeing Support Officer

Reports To	Head of Students
Position Classification	Education Support Category C (7 weeks of leave during school holidays)
Salary Level	Level 4 (\$90,269 to \$102,822 dependent on experience)
Tenure and FTE	Ongoing Full Time
Conditions	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

Overview

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

Position Summary

The Wellbeing Support Officer plays a key role in fostering student wellbeing, engagement, and inclusion across the College. Working as part of the Wellbeing Team, the position supports the



strong connection between student wellbeing and learning outcomes by promoting positive partnerships between students, families, and staff.

The Wellbeing Support Officer contributes to the holistic care of students by supporting their social, emotional, and educational needs. The role works collaboratively with families and College staff to enhance student engagement, strengthen wellbeing outcomes, and promote a safe, inclusive, and supportive learning environment.

Key Accountabilities

- Work collaboratively with and is supported by House Leaders, Counsellors, the Director of Students and the Head of Students.
- Liaise with community service organisations, Department of Families, Fairness and Housing, hospitals, specialist programs and other professionals as directed by the team.
- Appropriately triage students who may need counselling or external support.
- Facilitate group meetings and where necessary individual one on one mentoring / counselling of students and their families.
- Work with support groups.
- Work collaboratively with parents/carers in relation to student issues and provide some counselling support to students' family members where appropriate.
- Attend and at times facilitate Lunch time initiatives that support the engagement of students (eg Student Wellbeing Action Team meetings).
- Supervise student wellbeing facilities (Harold's Cross and Stanhope Place).
- Support the Wellbeing Team with their administrative tasks.
- Support the wellbeing team in booking meetings to facilitate partnerships with families and the college.
- Use data from the learning management system to support the management of students.
- Allocate lunch time restorative sessions.
- Book meetings for student case management.
- Prepare student Progress Reports for Middle and Senior Programs teams.
- Respond to Emergency Management and Critical Incidents.
- Support the College Nurse with developing and implementing Personal Emergency Evacuation Plans for relevant students.
- Manage confidential information including personal, sensitive and health information of students in accordance with College policies.
- Maintain student records as part of the College's student management system.
- The Wellbeing Support Officer will, at times, be required to undertake other duties related to the role as directed by the Principal.

Selection Criteria

- A relevant degree: Qualified Wellbeing Support Officer with membership to the Australian Association of Wellbeing Support Officers or qualified Youth Worker would be preferred.
- Experience in a school setting would be advantageous.
- An awareness of youth/social work, issues affecting young women from culturally and linguistically diverse backgrounds and the process, frameworks and ethics that support these.



- Well-developed interpersonal and verbal communication skills and an ability to communicate effectively with staff, parents, visitors, and external providers.
- Flexibility, initiative and willingness to work as part of a team.
- Highly developed ICT skills and experience in systems' development.
- Strong organisational skills with an ability to prioritise and prepare timely and accurate output.
- Strong negotiation skills in balancing the needs of stakeholders.
- Must hold or be willing to acquire an employee Working With Children Check and must be willing to undergo a National Police Record Check

Risk and Occupational Health and Safety

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

Team Membership

- Student Wellbeing Team

Other Requirements

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL
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