

Position Description

Position:	Student Wellbeing Coach (Secondary School)
Reports to:	Director of Student Wellbeing
Department:	Student Wellbeing Services
Date:	October 2026

Primary Purpose

Reporting to the Director of Student Wellbeing, the Student Wellbeing Coach is responsible for supporting students with short term, strengths-based emotional support with a focus on developing their skills and goal setting. The role also involves being actively involved in proactive wellbeing initiatives that build the social, emotional and interpersonal skills of students across all areas of the School.

The Student Wellbeing Coach plays a key role in strengthening Tintern Grammar's whole-school approach to wellbeing by equipping students with the knowledge, skills and confidence to navigate challenges, build positive relationships and thrive both academically and personally.

Working collaboratively with the Director of Student Wellbeing, Vice Principal, Heads of School, Year Level Coordinators and teaching staff, this role supports students to develop resilience, emotional literacy, self-awareness, help-seeking behaviours, positive relationships and healthy coping strategies. The role has a strong focus on prevention and early intervention through individual student coaching, evidence-informed wellbeing programs, workshops, classroom presentations and whole-school wellbeing initiatives. The Student Wellbeing Coach contributes to a positive school culture where wellbeing is embedded within everyday learning and student personal development.

Specific Duties

- Provide individual and small group wellbeing support/coaching for students using a strengths-based, goal-oriented approach.
- Support students to develop skills in resilience, emotional regulation, emotional literacy, problem-solving, self-management, healthy relationships and help-seeking.
- Recognise students requiring specialised mental health support and facilitate referrals to external services where appropriate.
- Work collaboratively with external providers and community organisations where required.
- Maintain accurate and confidential records in accordance with school policies.
- Assist with designing, facilitating and evaluating proactive wellbeing programs, workshops, classroom presentations, awareness campaigns, events and student engagement initiatives that promote positive school connectedness, inclusion and student voice.
- Assist with developing practical wellbeing resources for students, staff and families.
- Collaborate with Director of Student Wellbeing, Heads of School, Year Level Coordinators and teachers to identify emerging student wellbeing needs and implement preventative strategies.
- Contribute to the planning and implementation of community wellbeing events.
- Contribute to the evaluation and continuous improvement of wellbeing programs through data collection and student feedback.
- Maintain current knowledge of evidence-based wellbeing practices through professional learning and ongoing professional development.

Essential Criteria

- Strong knowledge of student wellbeing, child safety and safeguarding, including Victorian Child Safe Standards and mandatory reporting requirements.
- Relevant tertiary qualifications in Social Work, Psychology, Youth Work or Counselling, together with current professional registration and/or membership with the relevant professional or accreditation body, as applicable.
- Experience working with, and building positive relationships, with young people and strong understanding of adolescent development
- Flexible, proactive, innovative and highly collaborative approach, with the ability to work effectively within multidisciplinary teams.
- Excellent communication, interpersonal and presentation skills.

- Strong organisational, planning and documentation skills.

Desirable

- Experience working in a school setting.
- Experience designing and delivering engaging wellbeing programs, workshops or group interventions.
- Experience coordinating wellbeing events, campaigns or student leadership initiatives.

Key Contacts

Internal

- Principal
- Vice Principal
- Director of Student Wellbeing
- Heads of School
- Year Level Coordinators
- Learning Enhancement Department
- Teaching Staff

External

- Youth services and community organisations
- Mental health providers
- Allied health professionals

Position Statement

This position description provides an overview of the major responsibilities and requirements of the role. The Student Wellbeing Coach may be required to undertake other duties consistent with the purpose of the position and the operational requirements of Tintern Grammar.

Tintern Grammar reserves the right to review and amend this position description, in consultation with the incumbent, to meet the changing needs of the School.

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to creating and maintaining a school in which all children are safe from harm and in doing so abides by the 11 child safe standards set down by the Commission for Children and Young People [CCYP | The 11 Child Safe Standards..](#)

At Tintern Grammar we have a zero tolerance for child abuse, racism, and other vilification.

The principles that guide child safety at Tintern Grammar are that:

1. the best interests of the child are paramount.
2. child protection is a shared responsibility of everyone in the School community.
3. all children have a right to feel safe and be safe at school and have equal rights to protection from abuse and neglect.
4. the School will consider the opinions of students and use their opinions to develop child safety policies and procedures; and
5. the School is committed to providing a culturally safe environment in which the diverse and unique identities of Aboriginal children and young people are respected and valued
6. the School is committed to understanding children and young people's diverse circumstances and providing support and responding to those who are vulnerable, including children with a disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, lesbian, gay, bisexual, transgender and intersex children

7. the School will take into account the diversity of all children, (including but not limited to the needs of Aboriginal and Torres Strait Islander children), and children who are vulnerable, and make reasonable efforts to accommodate these matters
8. everyone must also comply with the School's Child Safety Code of Conduct, which sets stringent standards for personal behaviour
9. all children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

OH&S

Employees are responsible for:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperate with measures introduced in the interests of workplace health and safety
- Undertake any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the Risk and Compliance Manager or Facilities Manager
- Correctly using any information, training, personal protective equipment, and safety devices provided
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertake only those tasks for which they have authorisation and/or the necessary training and ensure all necessary safety arrangement are in place.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I _____ have read and acknowledge the requirements of this position.

Signed..... Date.....