

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position:	Student Wellbeing Coordinator
Campus:	Narre Warren South
Employment Status:	FTE 0.633
Reports Directly To:	Head of Campus Director of Student Wellbeing

Role:

The Student Wellbeing Coordinator's primary responsibility is the spiritual, emotional and the mental well-being of students attending the College. The Student Wellbeing Coordinator works in collaboration with the Student Wellbeing Coordinator Team, the Campus Leadership Team, the Learning Support Team, Co-ordinators and teachers. Due to the nature of this role, it is essential that the Student Wellbeing Coordinator has appropriate counselling qualifications and experience that will enable them to effectively support and pastorally care for the students.

Ministry Specification:

- Pastoral care of students including counselling, referrals, and family conferences, and providing a link between the College, churches, community organisations, and agencies
- Conducting social skills programs including conflict resolution, self-esteem, stress management, and anger management
- Organizing visiting speakers to address students on issues including alcohol and drugs, sexuality, cybersafety, body image etc.
- Providing opportunities for students to develop and explore their faith, including prayer groups and discussion groups
- Assist with coordination of Chapel as required
- Conducting the annual Bullying Survey
- Coordinating a parent support program
- Promoting missions and service opportunities to students
- Involvement in Personal Development classes
- Conducting lunchtime programs
- Involvement in the PeaceWise program
- Connecting informally with students during lunchtimes
- Involvement in school camps, excursions and sporting programs
- Being familiar with, and operating according to, all school policies and procedures in relation to student well-being

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in 'in house' professional development activities
- Participation in relevant meetings
- Attendance at the Staff Retreat
- Attendance at the End of Year Lunch/Dinner

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.