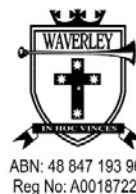


WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Name:

Position:

Student Wellbeing Coordinator

Campus:

Wantirna South

Employment Status:

FTE 1.0

Reports Directly To:

Director of Student Wellbeing
Principal

Ministry Specifications:

- Provide pastoral care of students (in conjunction with Home Group teachers and Co-ordinators) including counselling, referrals, and family conferences, and providing a link between the College, churches, community organisations, and agencies
- Conduct social skills programs including those associated with social development, conflict resolution, self-esteem, stress management, and anger management
- Provide opportunities for students to develop and explore their faith, and facilitate prayer and discussion groups
- Co-ordinate a parent support program and promote the development of parents/caregivers as partners in wellbeing within the school community
- Conduct lunchtime programs
- Connect informally with students during lunchtimes
- Be involved in school camps, excursions and the College sporting program
- Coordinate Primary chapel services
- Provide monthly prayer bulletin
- Have oversight of the Sub-School's Sex Ed and Resiliency programs

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

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

- Participation in relevant meetings
- Take part in Professional Development as required
- Attendance at the first day for staff, Staff Retreat and end of year function
- Attendance at relevant School Concerts
- Attendance at Sporting Events
- Attendance at Presentation Night
- Undertaking various rostered staff duties (yard duty, chapel duty, tea room duty, etc.)

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.