

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position:	Student Wellbeing Coordinator
Campus:	Narre Warren South
Employment Status:	FTE 0.6
Reports Directly To:	Head of Campus Director of Student Wellbeing

Role

The Student Wellbeing Coordinators role is to inspire students to pursue the development of spiritual values and their Christian faith; and to provide pastoral care and counselling to the student body.

Ministry Specifications:

Role

- In conjunction with Home Group Teachers and Coordinators, provide pastoral care of students including counselling, referrals, and family conferences; and providing a link between the College, churches, community organisations and agencies
- Assist with coordinating social skills programs including conflict resolution, self-esteem, stress management, and anger management
- Input into the Personal Development Curriculum (Prep to Year 12)
- Contribute to the organization of Chapel services where applicable
- Develop spiritual leaders amongst the student body
- Provide opportunities for students to develop and explore their faith, including prayer and discussion groups
- Mobilise the student body for works of Christian service including support of missions organisations, charities and community organisations and promote missions and service opportunities to students
- Coordinate a parent support program
- Conduct lunchtime programs
- Connect informally with students during lunchtimes and recess
- Be involved in school camps, excursions and sporting programs
- Contribute to the Sub-School's Sex Education and Resiliency programs
- Organise visiting speakers to address students on issues including alcohol and drugs, sexuality, cybersafety, body image etc
- Assist in conducting the annual Bullying Survey and any relevant follow up required
- Being familiar with, and operating according to, all school policies and procedures in relation to student well-being
- Maintain accurate records of student counselling sessions and record these on SEQTA

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/study/classroom 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 via the reporting system on the SCM as soon as possible

Administration / Duties

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
- 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.

Other Key Relationships

- Head of Primary
- Head of Secondary
- Year Level Coordinators
- Primary Team Leaders