

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600
20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position: Student Wellbeing Coordinator
Campus: Wantirna South
Employment Status: FTE 0.400

Reports Directly To: Head of Primary
Director of Student Wellbeing

Role

The Student Wellbeing Coordinators primary role is to champion holistic wellbeing through proactive health promotion in areas of mental, physical, emotional and spiritual wellbeing; to provide pastoral care, timely interventions, and counselling to the student body. The Student Wellbeing Coordinator will actively practice their Christian faith and engage in the spiritual rhythms of the College, and thus inspire the development of Christian spiritual values in students.

Ministry Specifications: Role

- Promote holistic wellbeing through proactive health promotion to the student body
- Provide one-on-one or group support with student/s to evaluate their mental, emotional, physical and spiritual needs
- In conjunction with the Head of School, Deputy Head of School, Classroom Teachers and other Coordinators, provide pastoral care of students including counselling, referrals, and family conferences; and providing a link between the College, community organisations, agencies and, where applicable, churches
- Input into the Personal Development Curriculum and assisting with the development of quality wellbeing skills programs including relationships, emotions, health, engagement, purpose and accomplishment (Positive Education Program)
- Contribute to the organisation of Chapel services where applicable
- Provide opportunities for students to develop and explore their faith, including prayer and discussion groups
- Conduct lunchtime programs
- Connect informally with students during lunchtimes and recess
- Connect with parents by promoting the development of parents/caregivers as partners in wellbeing within the school community
- Be involved in school camps, excursions, and sporting programs
- Contribute to the Sub-School's Sex Education and Resiliency programs
- Support, where applicable, the annual Bullying Survey and any relevant follow up of students, as required
- Being familiar with, and operating according to, all school policies and procedures in relation to student well-being
- Maintain accurate case notes and records of students
- Writing articles for the College newsletter when required
- Present and speak on pastoral care and wellbeing matters at Parent Information Evenings

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 to the Head of Campus and Property Manager, where applicable, as soon as possible

Administration / Duties

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

- Attendance at school meetings and staff devotions
- Official functions within school time (assemblies, chapel, concerts, sports events)
- Official functions outside of normal school hours e.g. presentation night, Parent BBQ's
- Professional Development days, first day for all staff, Staff Retreat, end of year Staff Luncheon
- Interviews and/or meetings with relevant parents and/or staff as required
- Participation in the General Working Bee
- Excursions, camps, competitions and other relevant curricular and co-curricular activities

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, noting the variations that are allowed for the Wellbeing Team
- The ability to carry out all administrative practices at the classroom level in a competent and professional manner.
- Accurately and appropriately complete all tasks of planning, evaluation and recordkeeping
- Undertake yard and other supervision duties as required, and exercise responsibility for the welfare of students

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