

POSITION DESCRIPTION

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| Title: | Student Wellbeing Officer |
| Position Reporting to: | Principal through the Senior Psychologist |
| Term/EFT: | 0.8 EFT across Monday to Friday, Fixed term until December 2024 |

Genazzano is a Catholic school that embodies the charisma of our founders, the sisters Faithful Companions of Jesus and is inspired by Ignatian spirituality. The College shares with their community a future-oriented and distinctive learning culture guided by reflection, wisdom, and service and empowers young children to transform the world with hope and care. Each person's dignity is an essential element in how the College lives out its vision and promotes the safety, wellbeing, and inclusion of all children and young people.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION OBJECTIVES

- To effectively run and manage the college's space for students to drop in for mental health breaks and support (Chill Out Space)
- To provide admin support to key wellbeing staff
- To contribute to the College's preventative wellbeing programs
- To provide pastoral support that responds to the vision and values espoused by Genazzano FCJ College

KEY RESPONSIBILITY AND DUTIES

The aim of Performance Psychology and the Chill Out Space is to support the academic success, psychological health, and social and emotional wellbeing of our students.

This is achieved through:

- Welcoming, supervising and monitoring students who attend and use the chill out space
- Checking in with, triaging and assisting students with regulation and resetting in the space through non-confidential pastoral care
- Assisting students to book in with psychologists for counselling and intervention according to need, urgency and availability
- Maintaining the chill out space environment to ensure it is a safe, welcoming and calm environment for students to use
- Developing, designing and facilitating small group programs for students across the college in areas such as friendship difficulties, study skills, social skills, lunchtime groups etc.

- Developing, designing and implementing presentations to students and/or staff in conjunction with key wellbeing staff.
- Organisation of and collaboration for events across the school that are mental health and wellbeing focused including raising awareness and promotion of key events
- Assist with admin support for psychologists in the team as well as possibility of admin for the learning diversity team and head of wellbeing
- Engaging with young people to develop trusting and professional relationships to identify their needs and support them to reach their recovery goals
- Maintain adequate records of contact and support for individual students through the College's record system
- Liaising with key staff to support student wellbeing, including reporting to Senior Psychologist regarding students using the space in order to deliver the best possible comprehensive service to young people with mental health concerns
- Supporting College staff to meet the educational and social needs of their students
- Make reasonable efforts to accommodate the needs of Aboriginal and Torres Strait Islander children and young people, children and young people from culturally and linguistically diverse backgrounds, children and young people with disabilities and children and young people who are vulnerable
- Uphold the child safe requirements and standards of legislation and the college
- Other duties as directed by the Senior Psychologist and/or College Leadership team

KEY SELECTION CRITERIA

- Registration as a Social Worker/Occupation Therapist/Nurse/Counsellor to relevant regulatory body will be highly regarded
- Experience working with children and young people (from 5 to 18 years) essential
- Knowledge of child and adolescent development essential
- Knowledge of adolescent group dynamics and friendships
- Experience developing group programs and facilitating small groups, highly desirable
- Understanding of the philosophy of a Catholic College
- Enthusiasm, professionalism and willingness to work cooperatively in a team
- Demonstrates self-awareness and ability to reflect and respond to feedback proactively
- Proven ability to maintain confidentiality and build trust to deal with sensitive and difficult situations in a diplomatic manner

ACCOUNTABILITY & EXTENT OF AUTHORITY

The Psychologist is accountable to the Principal through the Senior Psychologist.

For implementation of Child Safe Standards, this is accountable to the Deputy Principal – Child Safe Officer

CONDITIONS OF EMPLOYMENT

- The successful applicant will be expected to hold a current Working with Children Check card and National Police Record Check and adhere to College Policies
- Terms and conditions are in accordance with the Catholic Education Multi Enterprise Agreement 2022