



Position Description

Position Title	Head of Student Wellbeing Services
Classification	Education Support Category B Level 5 (works school terms only)
Employment Status	Full time
Reports to	Principal, Deputy Principals (Heads of Campus)
Updated	April 2024

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Head of Student Wellbeing Services is responsible for the efficient oversight of counselling and diagnostic services in the College, in line with the vision and mission of the College. They will lead the team comprising psychologists, counsellors, speech pathologist and/or occupational therapist. In consultation with the Deputy Principal Heads of Campus, they will prioritise referrals, oversee caseloads, provide professional supervision to members of the team, lead case management of students with acute needs, and provide timely feedback to the Executive Team and Student Wellbeing team regarding individual students and/or groups of students. In consultation with the Executive Team, they will be involved in building teacher capacity to support the needs of students with mental health and/or individual learning need and developing a proactive vision for building student mental health and social-emotional capacity.

Responsibilities and Accountabilities

- To lead the team of psychologists, counsellors and health care professionals, including holding cyclical meetings to allocate referrals, monitor case loads, and identify key challenges or opportunities.
- Ensure caseloads and team allocations are conducted in a fair, ethical and equitable way that supports best practice and the effectiveness of College Counsellors

- To build a cohesive, collaborative team across both campuses, to ensure the seamless transition of students with mental health and/or individual needs.
- To liaise with the Deputy Principal Heads of Campus, Coordinators of Students and Year Level Leaders ensuring they are kept up-to-date on issues that significantly impacting on the health, wellbeing or safety of individual students and/or groups of students, or on the College's duty of care.
- To oversee effective record-keeping in the department to balance privacy, duty of care and the evidentiary requirements of NCCD.
- To oversee communication practices in the department including parental consent processes and information sharing with external service providers.
- To assist with referrals to external services and clinical access arrangements for services wishing to provide on site therapy to students.
- To oversee the development of safety plans for students with acute mental health risks and, as required, to assist in the development of other support plans for students with social-emotional needs
- Ensure all members of the department are aware of and consistently meet their mandatory reporting obligations, including providing guidance and advice on specific disclosures.
- To oversee and provide where appropriate professional supervision to psychologists and counsellors in the team to support and improve practice and enhance wellbeing, competence, confidence and resilience of team members
- Lead case management teams for students with acute mental health or social emotional needs
- Participate in the critical incident team as required
- To provide support and/or professional learning for teaching staff or support staff to develop their capacity to work with individual students or groups of students with additional needs
- In consultation with the Deputy Principal Heads of Campus and Student Wellbeing team, to develop initiatives and/or programs to support the mental health and/or social emotional skills of students at the College.
- To set, review and evaluate departmental goals that reflect the College's mission and vision, and College's Strategic Plan
- Conduct data analysis and produce reports for the Executive Team to support decisions regarding student wellbeing, and the operations and resourcing of counselling and diagnostic services.
- Assist with the College's Transition Program, including speaking at Information Evenings as required.
- Assist with the completion of Special Provisions applications for the VCAA by providing relevant school-based evidence to the VCE Leader
- Undertake a counselling and/or diagnostic case load
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
- Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager)

Experience, Qualifications and Attributes

- Appropriate post graduation qualifications in Psychology and registration with the Psychology Board of Australia (AHPRA).
- Extensive practice and knowledge of evidenced-based therapeutic practices as related to student wellbeing and managing social emotional concerns.

- An understanding of the mission of a Catholic school and the implications for the work of psychologists, counsellors and health professionals working in a school setting
 - Highly developed communication and interpersonal skills
 - Highly developed decision making skills, including experience in critical incident management and a demonstrated capacity to think strategically, creatively, and analytically.
 - Strong organisational and time management skills, with the ability to manage competing priorities
 - Demonstrated ability to lead teams, manage conflict, and build cohesion
 - Demonstrated ability to develop and implement programs, procedures and policies that enhance student wellbeing and reflect best practice.
 - Demonstrated ability to deliver professional learning for staff related to student wellbeing
 - Commitment to ongoing professional learning
 - Hold a current Working with Children Check and Police Record Check
 - A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.
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Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from

abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.