



Position Description

Position Title	Student Wellbeing Officer
Classification	Education Support Category B Level 3 (work school terms only)
Employment Status	Fixed Term Part Time 0.4 FTE
Reports to	Principal, Deputy Principal Head of Broadmeadows Campus, Business Manager
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 Student Wellbeing Officer is responsible for providing pastoral care services and strategies that support the wellbeing of the broader school community. The Student Wellbeing Officer will assist with improving student engagement and connectedness to the College.

The Student Wellbeing Officer must respect other people's views, values and beliefs, including cultural and religious perspectives. They must not proselytise, evangelise or advocate for a particular religious view or belief.

Responsibilities and Accountabilities

- Work as a member of the school's wellbeing team in the delivery of student wellbeing services and in line with National Student Wellbeing Program (NSWP) Guidelines
- Contribute to improving student engagement and connectedness
- Contribute to providing a safe, inclusive and supportive learning environment
- Provide pastoral care and guidance to students including group settings.
- Support student attendance, engagement and mental health through initiatives and/or programs to support the mental health and/or social emotional skills of students at the College.
- Support students in difficult or challenging situations such as during times of grief
- Provide students and families with referral support to specialist services when required

- Provide pastoral care and guidance to students about values and ethical matters
- Support the physical, emotional, social and intellectual development and wellbeing of all students.
- Support an environment of cooperation and respecting a diversity of cultures and traditions.
- 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 and Qualifications

- Certificate IV equivalent or higher qualification that includes competencies in:
 - mental health and making appropriate referrals, and
 - providing pastoral care or working with youth.
- Experience supporting the general wellbeing of students and the school community.
- Experience in providing services to improve student engagement and connectedness.
- Ability to foster a safe, inclusive and supportive learning environment.
- Experience in delivering wellbeing services within a multidisciplinary team
- Ability to operate within the school community and with external providers, including providing students with referrals to specialist services when required.
- Ability to support schools and teachers to identify and develop educational, social and emotional programs to support students.
- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely
- Undertakes finely detailed work in a precise and accurate manner
- Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- Proactive and self-starting, taking responsibility for own actions
- Experience in Microsoft Office Suite, Outlook, Operoo and Synergetic
- Accepts new and different situations as a matter of course and effectively meets new challenges
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use
- Be able to do repetitive and/or menial tasks when required.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others
- 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.

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.