

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



Position Description

Position:	Mental Health and Wellbeing Leader
Campus:	Both
Employment Status:	FTE 0.4 (Fixed Term for 2025 school year)
Reports Directly To:	Deputy Principal Director of Student Wellbeing Heads of Primary

Role

The role of the Mental Health and Wellbeing Leader (MHWL) is to:

- Build the capacity of College staff to identify and support students with mental health concerns
- In conjunction with the Student Wellbeing Team, implement effective mental health strategies aligned with social and emotional learning and adapt a whole-school approach to wellbeing and learning initiatives
- Coordinate targeted mental health support for students by working with College staff, community members and external agencies
- Working with the Student Wellbeing Coordinators, champion the College's clear referral pathways which connect students identified as needing further assessment and intervention to the wellbeing team and to local services, where applicable.

The MHWL provides a proactive focus for the promotion and prevention of mental health and wellbeing through assessment and implementation of context-relevant programs, approaches and initiatives based on a broad and extensive knowledge of the needs of the College.

The MHWL role is not a clinical role and is not designed for direct intervention.

MHWLs are provided training in mental health literacy, supporting emerging needs, and building school capacity and receive ongoing support and professional development through structured and regular Communities of Practice. Training is developed and facilitated by the Melbourne Graduate School of Education at University of Melbourne, supported by Murdoch Children's Research Institute.

Ministry Specifications

Operating in collaboration with the Deputy Principal, Director of Student Wellbeing and the leadership of each Campus' Primary School, the Mental Health and Wellbeing Leader will:

- working closely with relevant leaders, design and embed Social and Emotional Learning activities aligned with the College's Biblically-Shaped Positive Education program for the classroom
- be a leader who is well versed in health and wellbeing literacy
- be familiar with the College's internal referral pathway, ensuring staff can use this with fidelity

- encourage the use of a common social emotional language
- support professional development of classroom teachers on new mental health and wellbeing topics
- keep abreast of research and understanding current best practice and evidence-based programs and approaches
- dedicate their time to understanding the different programs and initiatives they can support and implement across the College community
- connect with other Mental Health and Wellbeing Leaders across Victoria, through Communities of Practice, to support the design and delivery of new strategies and projects within the Waverley Christian College Community and contribute to initiatives both locally and state-wide
- build connections with local community mental health services
- promote a whole school approach to mental health and wellbeing to students, staff and families
- support teachers and College staff to expand their capacity to embed evidence-based mental health strategies, interventions and programs and build mental health literacy to identify and support primary school students with mental health concerns
- collaborate with College staff to inform, influence and provide input into teaching and learning relating to mental health and wellbeing. Provide support to College staff and classroom teachers to build their capabilities to embed mental health into the classroom
- work with school leadership and wellbeing teams to embed whole school approaches to mental health into school planning and strategic processes
- contribute to the College's existing wellbeing team

Key Selection Criteria

- 'Content of teaching and learning': Demonstrated ability to inform and influence the work of others involved in the engagement, mental health, wellbeing or learning of children and young people.
- 'Teaching practice': Demonstrated ability to input into the development, implementation and evaluation of processes and strategies relating to mental health, wellbeing or learning.
- 'Assessment and reporting of student learning': Demonstrated ability to support a student's mental health, wellbeing or learning by developing and maintaining connection with external services.
- 'Interaction with the school community': Demonstrated high level interpersonal skills and communication skills. Demonstrated high level of capability to establish and maintain collaborative relationships with students, parents, other employees and the broader school community to focus on student learning, wellbeing and engagement.
- 'Professional requirements': Demonstrated ability to influence and negotiate by gaining buy-in and ownership for ideas, gaining agreement to proposals, or involving experts or other third parties to strengthen a case.

Inherent Requirements of the Position

Teaching Staff - General

- Contribute proactively to a culture of child safety
- Prolonged periods of standing
- Voice projection

- Some bending, crouching and stretching
- Standing tasks requiring twisting and turning
- Ability to administer first aid
- Occasional lifting and carrying
- Using computer for prolonged periods of time
- Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.

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 Staff Portal as soon as possible.

Administration / Duties

As part of your teaching 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
- Parent-Teacher Interviews
- 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 in a competent and professional manner
- Accurately and appropriately complete all tasks of planning, evaluation and recordkeeping associated with the role
- 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.