



## STUDENT WELFARE – PRIMARY AND SECONDARY STUDENTS POSITION DESCRIPTION

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**REPORTING TO:** Student Welfare Coordinator

**CAMPUS:** Melton

**TENURE:** Full Time

### INTRODUCTION:

God has created us as complete beings with a spiritual, intellectual, emotional, social and physical dimensions. As a college we believe that God calls us to minister to the whole person. To nurture the well-being of the students placed in our care there is a need to have access to and the support of specifically trained carers within our community, our Student Welfare team fill this specific need.

All activities, initiatives and responsibilities of the College's Student Welfare team is to be done so as a servant of God the Father, and in the strength of Jesus - God the Son, and with the enablement of God the Holy Spirit, the Teacher and Comforter. As such the College's Student Welfare team will need to be able to provide, comfort, counsel and wisdom to students, staff and their families from a biblical worldview.

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

"Psalm 139:14 tells us as God's creation, we are fearfully and wonderfully made."

God has formed us as beings who have physical, emotional, intellectual and spiritual needs. Each of these dimensions have their own particular focus and needs but are also interdependent.

As we consider how to best support our students through this holistic framework, we have developed the Student Wellbeing Team. This team will consist of three sub-teams, Health (Physical) lead by the College Nurse, Student Welfare (Emotional) lead by the Student Welfare Coordinator and Learning Enhancement (Intellectual) lead by the Learning Enhancement Coordinator and each reporting to the Director of Student Wellbeing. Each of these sections will have their discrete roles to fulfill but will operate in such a way that recognises and embraces that for the overall Wellbeing of students they need to operate in a collaborative way through a biblical worldview.

### KEY OBJECTIVES:

- Provide social, emotional and spiritual wellbeing support and guidance of all students through proactive group work and individual support sessions
- Provided support to parents and families and be a proactive partner in these relationships
- Advocate for students through opportunities for growth, leadership and celebration.
- Collaborate with the teachers, coordinators, lead teaching staff and principals to develop and implement a range of programs and interventions with students and the College community that foster general well-being, resilience and responds to identified social, emotional needs
- Increase awareness, understanding and the capacity of staff in how to effectively support and manage student wellbeing, particularly prevention and early intervention.
- Establish and maintain links with student support agencies, school networks, with a view to optimising and co-ordinating service provision to students 'at risk'
- To fulfil the expectations and requirements of being one of the College's Child Safety Officers



### **KEY RELATIONSHIPS:**

- Student Welfare Coordinator
- Student Welfare Team
- Students
- Director of Student Wellbeing
- Relevant Principal and leadership staff
- Educators

Refer to Attachment A for further information.

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

- Work closely with teachers in the ongoing pastoral care of students
- Conduct an initial assessment and counselling of students who are self-referred or referred by parents or staff.
- Taking a 'listening' role and referral of students and families to appropriate agencies for specialised on-going support.
- Partnering with parents and teachers of students at risk to bring about optimal educational and welfare outcomes.
- Encouraging students in their Christian walk and endeavour.
- Liaise with the Principals and Director of Student Wellbeing by providing support and information for staff who are dealing with students at risk, or who require additional interventions (e.g. loss and grief situations)
- Keeping accurate confidential records of student interactions and relevant information regarding their well-being.
- To keep up to date on latest laws and practices in regard to ensuring child safety.
- To regularly participate in Assemblies.
- Work with the Student Welfare team to develop, implement and evaluate proactive presentations and workshops to students that supports social, spiritual and emotional learning outcomes.

#### **B. Child Safety**

The College has a zero tolerance of child abuse.

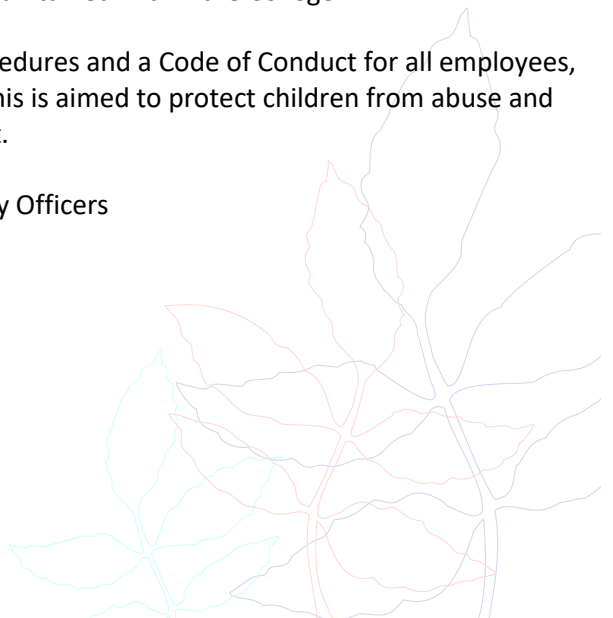
This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

All members of the Student Welfare Team are Child Safety Officers

For more information please refer to the College website:

<https://www.heathdale.vic.edu.au/about/policies/>





### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. Staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, aiding team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

### **REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Director of Student Wellbeing or their nominee.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Minimum of degree qualification in a youth work, mental health or counselling related field, or qualifications in School Chaplaincy with equivalent industry experience.
- Prior experience working with students, children or young people.
- Excellent written and verbal communication skills with the ability to communicate sensitively and respectfully with a variety of stakeholders.
- Demonstrated ability to work independently as well as part of a team.
- Valid WWCC 'E' & Police Check.





## ATTACHMENT 'A'

### Key Relationships defined:

WITH	PURPOSE	FORM
Student Welfare Coordinator	<ul style="list-style-type: none"> <li>To ensure that student well-being is maintained and to brief the coordinator with an overview of current case load of students, and planning for proactive work</li> </ul>	Pre-arranged meetings and as required
Pastoral Care Team	<ul style="list-style-type: none"> <li>To ensure student well-being is being maintained and managed.</li> </ul>	Pre-arranged meetings and as required
Year Level Coordinators	<ul style="list-style-type: none"> <li>To be a resource person for the Year Level Coordinator in helping him /her to resolve social issues that are presenting or prevalent</li> <li>To conduct restorative practices mediation sessions between students</li> <li>To be available to participate in School Assemblies</li> </ul>	Pre-arranged Meetings and as required
Director of Student Wellbeing	<ul style="list-style-type: none"> <li>To ensure that a holistic approach to well-being is being conducted. To brief or be briefed on students who may be presenting with learning and / or social relationship issues</li> </ul>	Pre-arranged Meetings and as required
College Nurse / First Aid Coordinator	<ul style="list-style-type: none"> <li>To ensure that a holistic approach to well-being is being conducted. To brief or be briefed on students who may be presenting with health / learning and / or social relationship issues</li> </ul>	Pre-arranged Meetings and as required
Students	<ul style="list-style-type: none"> <li>To be able to counsel, advise, support students with emotional / social issues that are presenting or have been identified</li> <li>To conduct restorative practices mediation sessions between students</li> </ul>	Pre-arranged Meetings and as required
Families	<ul style="list-style-type: none"> <li>To be a resource person for families helping them to best manage / resolve social issues that are being experienced in the family.</li> </ul>	As required
Other Pastoral Care Team Members	<ul style="list-style-type: none"> <li>To be a resource person for the other Team Members helping him / her to resolve social issues that they are attempting to manage</li> <li>To assist in the conduction of restorative practice mediation sessions between students / staff</li> </ul>	Pre-arranged Meetings and as required

