



Position Description

Position Title	Student Wellbeing Officer
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Augustine's College
Location	<i>Kyabram</i>
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Officer – Category B
Remuneration	Negotiable (Annual rem excluding superannuation)
FTE	0.8 FTE
Status	Ongoing
Reports to	Deputy Principal - Wellbeing

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12.

St Augustine's College has a proud tradition of providing Catholic education to students from the Kyabram district and beyond.

At our college the sense of community and partnership with families is key to the learning success and wellbeing of our students. As a college we embrace our Catholic identity and witness this daily in words, symbols, and actions.

Position Summary

The Student Wellbeing Officer will provide a range of support, welfare, intervention services and programs and works closely and collaboratively to support the Community and Wellbeing Leaders to plan programs and processes to better support the students, their families and community.

The Student Wellbeing Officer is a member of the Wellbeing Team and will respond initially and appropriately to students at risk of disengagement from education, which may be a result of study difficulties but also mental health, life, relationship, financial or welfare difficulties.

Key Responsibilities

Professional Services	<ul style="list-style-type: none">• Provide wellbeing support for students and families• Actively articulate the College's vision and mission as a Catholic school, and reflect this in all discussion and decision making• Process referrals and maintain accurate records in a timely manner• Deal sensitively with confidential information• Implement targeted programs to support student wellbeing• Work within the boundaries of the College's Child Safe Policy• Provide innovative, salutogenic practice approaches to wellbeing, engaging staff, students and families• Build inter-agency partnerships with local services• Consult with and provide feedback and recommendations to Principal and Deputy Principal:Wellbeing and the Community and Wellbeing team leaders• Member of the Wellbeing Team• Support students one to one• Ensure that the Resilience, Rights and Respectful Relationships is included in the learning programs for all students at the college• Liaise with the Principal, Deputy Principal:Wellbeing and Wellbeing team as necessary, in order to provide a continuity of care for all students and families.
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	<ul style="list-style-type: none"> • Demonstrate a commitment to improving pastoral wellbeing across the College • Demonstrate competence in child, adolescent and family practice • Support the Wellbeing team with the implementation of social emotional learning (SEL) across the school • Develop staff capacity in mental health promotion • Attendance at Diocesan Wellbeing support team planning meetings and attendance at Catholic Education meetings/ staff development days
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate a commitment to the College's vision, mission, graduate outcomes and values through the services provided. • Demonstrate an understanding of the ethos of a Catholic school and its mission
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety • 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 • Hold or be willing to acquire a Working with Children Check card and undergo a National Police Record Check
General Capabilities	<ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, adolescents and families from various backgrounds and age groups • Ability and willingness to accept policy directives - including Privacy, Duty of Care, record keeping protocols • Engage and relate to children, adolescents and families from various backgrounds and age groups • Tertiary qualifications in Youth Work, Health sciences, Social Work, Psychology or related discipline with relevant work experience • Membership to a professional body, or be eligible to apply for membership. • Demonstrated capacity to engage and relate to adolescents and families from various backgrounds and age groups. • A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either PolicyConnect and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.