



# Position Information Document

POSITION TITLE	STUDENT WELLBEING OFFICER
EMPLOYMENT TYPE	12-month Contract
HOURS PER WEEK	11
COMMENCEMENT DATE	22 January 2025

St Joseph's School, Clare, is a R-9 Catholic Community, catering for families from the Clare and Gilbert Valleys. St Joseph's School is faithful to the example of Jesus and our Josephite heritage. Our welcoming and inclusive community nurtures resilient, confident, and educated young people who develop openness to faith, a commitment to lifelong learning and service to the community.

Our Staff are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, and work to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

Our Staff are highly driven individuals who are experts in their specialist field with highly effective pedagogical knowledge and skills. We work collaboratively with colleagues, parents and families and the wider educational community for the best outcomes for all students in our care.

## Key Working Relationships

- Principal / Assistant Principal / APRIM
- Leadership Team
- Teaching and non-teaching staff
- Parents/caregivers, students and other members of the school community

## Broad Purpose

The position of the Student Wellbeing Officer is funded through the National Student Wellbeing Program (NSWP) and provides pastoral care services and strategies that support the wellbeing of students and the broader School community.

At St Joseph's School, Clare, it encompasses working in collaboration to support students and staff through:

- Providing pastoral care
- Organising volunteer activities within the school community
- Running programs such as lunchtime activities

- Assisting with student-based or other College events that promote physical, mental, social or spiritual wellbeing.

## D U T Y   S T A T E M E N T

The Student Wellbeing Officer will support and work with the Principal, Deputy Principal, APRIM and key staff to provide high impact outcomes and benefits for our students to:

- Provide pastoral care services and strategies to support the wellbeing of students and the broader School community
- Support physical, emotional, social and spiritual wellbeing of all students
- Coach & Support staff, using your experience, to further engage, manage/support a wide range of student needs
- Support and assist the APRIM and key staff with Retreats, Reflection Days and other social justice initiatives
- Provide activities (eg lunchtime) for students that promote wellbeing, life skills and relationship building
- Demonstrate well-developed organisational and time management skills, with the capacity to work effectively both independently and as part of a team
- Be a reflective practitioner who can assess the efficacy of their work and take initiative to support student engagement and wellbeing in the context of the School community
- Demonstrate qualities of empathy, imagination, resilience and optimism, together with the ability to confidently interact, motivate and connect with students and families
- Work collaboratively with the Leadership team and other key staff to develop and implement plans to support students and families in need
- Undertake other duties, as required by the Principal (or delegate).
- Attend professional development sessions and staff meetings as required
- Take part in all Emergency Evacuation and Lock-In Procedures and as requested perform duties as specified by the WHS Coordinator.

## P E R S O N   S P E C I F I C A T I O N

*Qualifications:*

- A Certificate IV equivalent or higher qualification that includes competencies in:
  - mental health and making appropriate referrals, and
  - providing pastoral care or working with youth.

OR be a currently registered teacher with the Teachers Registration Board of South Australia

*Professional Requirements:*

- Demonstrated ability working and communicating effectively with children. Experience working with children with special needs is highly desirable.
- Highly developed skills in student engagement and management and ability to share this experience with other staff.

- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to implement positive and supportive behaviour management procedures and be a good role model for students.
- Effective interpersonal and teamwork skills and able to successfully work collaboratively and flexibly with others.
- Able to take direction and act on it, as well as be self-directed and self-monitoring and utilise some discretion and judgement, as required.
- Good time management and organisational skills, and able to effectively prioritise tasks.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Demonstrate an empathy and understanding of the Josephite tradition of the School.
- Respond appropriately to staff and student needs.
- Work collaboratively and independently with minimum supervision.
- Possess high level IT skills with strong understanding and knowledge of Microsoft Office suite of applications and SEQTA.
- Possess excellent written, interpersonal and communication skills.
- Provide services to improve student engagement and connectedness.
- Foster a safe, inclusive, and supportive learning environment.
- Deliver wellbeing services within a multidisciplinary team.
- Operate within the school community and with external providers, including providing students with referrals to specialist services when required.
- Support schools and teachers to identify and develop educational, social, and emotional programs to support students.

*Personal Requirements:*

- Demonstrate a passion and commitment to the mission and vision of St Joseph's School, Clare
- Be well presented with a professional, positive, warm and welcoming disposition
- Display empathy, enthusiasm, commitment and high level of motivation to contribute
- Demonstrate a respect for and acceptance of differences in students, parents and staff
- Maintain high level of confidentiality, credibility and honesty
- Be flexible and able to adapt and operate effectively in a challenging and changing environment
- Personal and Professional Conduct
- Staff are expected to take all action reasonably necessary to maintain and enhance the reputation of Catholic Education South Australia (CESA) at all times and must

not do anything (including refraining from doing something) that may damage or destroy the reputation and/or educational or business interests of CESA and those associated with it

- Child Protection
- St Joseph's School, Clare, assures the right of every member to a safe environment. St Joseph's School, Clare, is committed to Child Protection and protective practices. It is the responsibility of the College employee to promote safe practices and Child Protection practices
- Child-Safe Environments Responding to Abuse & Neglect: Education and Care training is a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

## SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and SAVA screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- South Australian Teachers Registration
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

## WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety
- Participate in training programs as requested
- Report unsafe/unhealthy conditions (hazards) in their work environment
- Report incidents or near misses which have or could have caused injury, and
- Become familiar with and follow the policies, procedures and information about WHS available to staff.

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the School Leadership Team.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

The employee must undertake a performance review on an annual basis. At a mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.