



MELTON CHRISTIAN COLLEGE

Position Description: Wellbeing Team Member

This person reports directly to the Head of Pastoral Care and indirectly to the Principal. While this is primarily a nonteaching role, this is best expressed by flexible service and active participation in various tasks related to student and staff wellbeing.

Nature of Role

The position of 'Wellbeing Team Member' can and does accommodate many different possible qualifications and roles. Below are some of, but not limited to, possible roles and responsibilities. People that might apply may include: Counsellors, Social Workers, youth workers, Psychologists, Pastoral Carers and the like. It is a support role for and with people of all ages and therefore it is important that skills and qualifications support this end.

The candidate will be a member of the 'Student Well-Being team' who will work closely with staff, students, and parents to provide well-being support to students from Prep to yr12

Liaising with staff and parents on strategies for students in need, and ensuring the best and timely care is provided, is a requirement of this position.

The staff member may be required to assist in the preparation and delivery of student well-being programs, social skills programs, and possibly chapel talks as needed in Melton Christian College, that are consistent with the philosophy, policy and practice of our organisation.

The incumbent would also be expected to assist (where able and appropriate) with implementing any external recommendations provided from reports and/or assessments of students from external professionals and or agencies.

They would operate in their area of giftedness and qualification, with the role taking shape around the successful applicant's unique qualities and experience.

Responsibilities

- Providing counselling (if qualifications are deemed suitable)/ referrals and appropriate interventions for students in need.
- Developing programs and activities to enhance the wellbeing of our students.
- Working with staff, families, and other agencies in the area of student wellbeing. Specifically, this will include appropriate student intervention, case management and referral when appropriate.
- Providing support and possibly training, for staff working with students with social/emotional/behavioural issues.
- Assisting students in the development of areas such as interpersonal skills, time management and study skills.

- Working collegially as part of the 'Student Well-Being' team
- Liaising with appropriate outside agencies.
- Conducting psychological, assessments (where qualified) and preparing written reports and/or outsourcing such assessments as appropriate.
- Keeping Management and the Board informed of essential issues as required
- Working cooperatively with the MCC community to create a safe and supportive learning environment.
- Demonstrating leadership in the area of Child Protection and management of Students at Risk.
- Liaise with colleagues and parents in a timely manner concerning the individual students, complying with professional guidelines and confidentiality, always putting the best interests and safety of the student first.
- Maintaining appropriate records as a legal requirement and for NCCD and continuity of care.
- Involvement in the implementation of staff professional development as it applies to Student Well Being.
- Assist Staff and Management with the monitoring of student attendance e.g. chronic student absenteeism and the implementation of strategies to improve student attendance.
- Conduct parent and/or student support group meetings as required.

Key Relationships

- Students and parents
- Teaching Staff
- Student Well-Being team
- College Board
- External Well-Being agencies
- Others as necessary

Key Selection Criteria

1. Alignment with the vision and values of the College
2. Evidence of excellent collegial relations, teamwork and interpersonal skills.
3. Reliable, able to retain confidentiality, have a mature attitude with well-developed written and verbal communication skills
4. Evidence of effective support and intervention measures with issues such as bullying and social challenges.
5. Demonstration of effective involvement in general pastoral care programs.
6. (If qualifications includes) -Demonstrate knowledge of a range of counselling modules and practices.
7. Committed to Christian education and sharing the good news of Jesus Christ
8. This role is to assist in creating the space and time for the College community to feel safe, supported, reflect on themselves, connecting to a relationship with God. This means the Wellbeing Staffer is required to have relevant experience and qualification relating to a role involved with counselling

Occupational Health and Safety

The Wellbeing Staffer has delegated responsibility from the Principal (for their work station/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the class/classroom/workstation/office space
- Ensure that College safety systems are implemented and compliance is regularly audited and monitored (e.g. hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

Child Safe Culture

The Wellbeing Staffer has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their work station/office space
- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

Conditions

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience & training.

Last Reviewed: 10-11-22