



MELTON CHRISTIAN COLLEGE
Position Description: Wellbeing Team Member

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school with over 1,100 students in three locations. We are highly regarded and specialise in nurture, excellence, and Christ-centered schooling. We are committed to building a dedicated team of Christian educators and support staff and equipping them to invest in the lives of the students they serve. Our team is enthusiastic, positive, and committed to the College's mission, vision, and values.

POSITION PROFILE:

The position of Wellbeing Team Member can and does accommodate many different possible qualifications and roles. Below are some of, but not limited to, potential roles and responsibilities. Applicants may include counsellors, social workers, youth workers, psychologists, pastoral carers, and others in a similar role. It is a support role for and with people of all ages, and therefore, it is important that skills and qualifications support this end. This individual reports directly to the Head of Wellbeing and indirectly to the Principal. While this is primarily a non-teaching role, this is best expressed by flexible service and active participation in various tasks related to student and staff wellbeing.

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 Year 6 at our Brookfield and Toolern Vale campuses.

This position requires liaising with staff and parents on strategies for students in need and ensuring the best and timely care is provided.

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, consistent with our organisation's philosophy, policy and practice.

The incumbent would also be expected to assist (where able and appropriate) with implementing any external recommendations provided by 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 well-being of our students.
- Working with staff, families, and other agencies in student wellbeing. Specifically, this will include

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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 developing interpersonal, 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), preparing written reports, and/or outsourcing such assessments as appropriate.
- Keeping Management and the School Council (Governance) informed of essential issues as required
- Working cooperatively with the MCC community to create a safe and supportive learning environment.
- Demonstrating leadership in Child Protection and management of Students at Risk.
- Liaise promptly with colleagues and parents regarding individual students, comply with professional guidelines and confidentiality, and always put the student's best interests and safety first.
- Maintaining appropriate records as a legal requirement for NCCD and continuity of care.
- Involvement in implementing staff professional development as it applies to Student Well Being.
- Assist staff and management with monitoring student attendance, e.g., chronic student absenteeism, and implementing strategies to improve student attendance.
- Conduct parent and 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 practical support and intervention measures for bullying and social challenges.
5. Demonstration of practical involvement in general pastoral care programs.
6. Demonstrate knowledge of a range of counselling modules and practices.
7. Committed to Christian education
8. Tertiary qualifications in counselling, psychology, social work, or theology are desirable. This role assists in creating the space and time for the College community to feel safe and supported, reflect on themselves, and connect to a relationship with God. This means the Wellbeing Team Member must have relevant experience and qualifications relating to a role involved with counselling.

Occupational Health and Safety

The Wellbeing Team Member 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 that are observed and any incidents that 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 and planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles concerning health and safety matters
- Ensure regular workplace inspections and audits are carried out under 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 workstation/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 2020 with a salary depending on the candidate's experience & training.

Last Reviewed: 8-07-24