



WAGGA WAGGA  
CHRISTIAN COLLEGE  
FORWARD IN FAITH

## POSITION DESCRIPTION

### COLLEGE VISION:

*In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.*



### **POSITION TITLE: SLS-Wellbeing Officer – part-time (to commence Term 4 2024 or Term 1 2025)**

EMPLOYMENT CLASSIFICATION:	Student Learning Support-Wellbeing Officer
REPORTS TO:	College Counsellor Principal
LIAISON WITH:	College Counsellor & Wellbeing Coordinator
REVIEW:	Annual
REVIEWER:	College Counsellor
AGREEMENT/AWARD:	Christian Schools NSW General Staff Multi-Enterprise Agreement - 2023
COMMENCEMENT LEVEL:	Level 4 Step 1 – School Administration Service
QUALIFICATION:	Cert IV or diploma in Youth Work, Social Work, Community Services or significant demonstrated experience in both classroom and outreach.

### ***The Role***

The SLS-Wellbeing Officer is to initially, support and respond to distressed students, and to implement in-school arrangements and strategies that allow them to more easily manage their mental health and wellbeing challenges.

### ***Essential***

- Honesty, integrity, confidentiality.
- An appreciation of the importance of loyalty and supportiveness.
- Energy and drive and demonstrated diligence for results.
- The quality of being a team player with a positive attitude.
- Ability to motivate and influence a team.
- An understanding of the critical issues in educational wellbeing today.
- A commitment to hard work and completion of tasks under pressure.
- Ability to manage self when faced with multi-faceted challenges in a complex role.
- Have the appropriate educational qualifications.
- Have sensitivity in personal relationships.
- Engage and connect with young people and have a desire to know and understand each individual student in their care.

## **Responsibilities**

- Be responsive to presenting student social and emotional needs. For example, school avoidance, class attendance, minor distress.
- Be adaptable and flexible in finding ways to connect with students.
- Use various methods and strategies to support a student's wellbeing.
- Assist and/or coordinate lunch clubs for primary/secondary students. Tasks include collaborating with wellbeing/learning support staff, creating a lunch club schedules, leading/assisting a club, creating material for lunch clubs and assisting with the promotion of lunch clubs.
- Participate in identifying, promoting, and intentional seeking youth voice and perspectives.
- Be an active participant in all wellbeing team meetings, individual meetings and any other relevant meetings.
- Maintain ongoing, secure notes of the interactions and engagement with students, in a timely manner.
- Effectively use our internal student management system to make observations, register meetings and access student data.
- Assist with promoting help seeking behaviours & reducing mental health stigma. This includes during individual conversations with students, and during group discussions. This may include assisting with special days and other relevant days that promote healthy wellbeing, accessing support for mental health, and the celebration of neurodiversity.
- Support and engage in small group discussions where required: E.g., PDHPE classes
- Communicate with relevant learning support teachers and stage coordinators, as directed by the College Counsellor.
- Implement relevant strategies/supports/tasks as identified as part of a student's IEP or student/wellbeing support plan etc.
- Proactively seek involvement in relevant curriculum areas in order to connect with students across the school.
- Participate in relevant staff professional development week activities as directed by the College Counsellor.

## **Skills and Experience**

- Understand the SLS-Wellbeing Officer goal/objective: Supporting students with their social and emotional challenges, so they can enter back into learning environments.
- Knowledge and understanding of Trauma Informed Practice
- Knowledge, skill, and experience in providing emotional support to students with mental health and wellbeing challenges.
- Work with social and emotionally distressed students individually, and in small groups effectively.
- Strong inter-personal skills.
- Adaptable, flexible, and capable.
- Can work independently (initiative skills) and work collaboratively as a team.
- Strong organisational and documentation skills.
- Appropriate behaviour management.
- Keen observation skills.
- Competent user of ICT.
- Know and comply with ChildSafe and confidentiality protocols and boundaries.
- Previous professional or community volunteer experience in working with young people with mental health and wellbeing challenges.

## **Conditions**

- Two (2) days per week (8.20am- 3.30pm). Lunch break 30 minutes unpaid.
- Staff Professional Development Week – SLS-Wellbeing Officer is expected to complete their normal hours during Staff Professional Development week, although the actual times and days may be different. They will be required on-site during specified times, and may complete hours attending to professional development online, as directed by the College Counsellor.
- SLS-Wellbeing Officer will be provided with a laptop.
- During camps, SLS-Wellbeing Officer staying overnight will be paid 12 hours per day. SLS-Wellbeing Officer attending camps during the day will be paid for hours of attendance.
- SLS-Wellbeing Officer is required to complete mandatory modules, including:
  - Child Safe Practices
  - WHS
  - Mandatory Reporting
  - First Aid
  - Anaphylaxis and Asthma
  - Disability Act in Education training

- The hours taken to complete these requirements may be considered “time in lieu” and offset against Staff Professional Development week hours, with approval by the College Counsellor.
- When the SLS-Wellbeing Officer is requested to attend school events outside of regular hours, the additional hours will be considered “time in lieu” or be additional pay, in negotiation with the College Counsellor.
- SLS-Wellbeing Officer is eligible to attend professional development during their school hours, with the cost of the program covered by the school. Applications should be made with approval of the College Counsellor.
- SLS-Wellbeing Officer will participate in an annual professional conversation about their role, their goals and achievements.
- SLS-Wellbeing Officer is invited to attend social events, such as birthday and/or farewell afternoon teas and section social events, such as Christmas festivities, in their own time, if they are not scheduled on for that day or if these occur outside their paid work hours

The College is a Safe School Organisation that actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

### **TO APPLY**

To apply for this position, please submit the application form.

Applications should be addressed to the College’s HR Officer, Melissa Hubbard and emailed to [m.hubbard@wwcc.nsw.edu.au](mailto:m.hubbard@wwcc.nsw.edu.au).

**Applications for this position will close on Sunday 13 October 2024**

I have read and understood the above Position Description.

Name: \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_