

DUTY STATEMENT

School Student Wellbeing Support

Responsible to: Principal / Deputy Principal - Student Wellbeing
Reports to: Deputy Principal – Student Wellbeing
Membership: Wellbeing Team, Student Wellbeing Leadership Team
Reviewed: 2025

This is the Duty Statement for the School Wellbeing Support person who will work as a member of the Wellbeing Team providing services which include:

- student counselling and transition support
 - family and staff consultation and brief interventions
 - group facilitation
 - other wellbeing services as required
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FAITH COMMUNITY

- Accept the Catholic ethos and education philosophy of the school
 - Maintain and clearly articulate a Catholic faith point of view
 - Promote knowledge of the rich traditions of the Catholic Church
 - Initiate, develop and implement strategies to promote the Catholic identity of the school in the area of responsibility and in the broader community
 - Initiate and support programs that teach and reinforce Christian values
 - Foster interpersonal relationships that reflect the Mercy values of respect, justice, hospitality, courage, compassion and service
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VISION FOR THE WHOLE SCHOOL

- As a member of the Student Wellbeing Team, contribute to ongoing work that supports and promotes the whole school vision and the whole school approach to wellbeing.
 - Be committed to regular and ongoing professional learning.
 - Comply with the policies and directions contained in the Sacred Heart College Handbook.
 - Observe the Mercy Education Limited Code of Conduct and other professional codes that are always applicable in order to be a positive role model to colleagues and students.
 - Support, facilitate and contribute to the development of College wide wellbeing programs
 - Child Safety – be an integral member of the Student Wellbeing Committee and as such have a strategic role in the ongoing development of Sacred Heart College Kyneton as a Child Safe school.
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LEARNING AND TEACHING

- Liaise with staff, as required, to facilitate improved educational outcomes for students
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PEOPLE AND RESOURCES

- Contribute to and support successful student transition for new students
 - Shared responsibilities in leading family practice within wellbeing team
 - Management and development of internal referral systems
 - Liaise with external professionals for referral and case management purposes
 - Develop and review team practices and associated policies as directed by the Deputy Principal – Student Wellbeing.
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COMMUNITY

- Provide advice and support to staff and our community on student wellbeing within an evidenced based framework
 - Provide brief interventions, mediation and counselling services for students and families.
 - Assist in all College events where required, to promote the ethos and service provision of this position.
 - Represent the College on relevant committees and community groups.
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ADDITIONAL DUTIES

- Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace daily.
 - Other duties as required by the Principal.
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SELECTION CRITERIA

- A degree in Social Work, Psychology or other Behavioral Science/Allied Health/counselling qualifications with skills relevant to position
- The capacity to work in a multidisciplinary team whilst supporting staff to manage their own areas of leadership and responsibility
- Excellent communication and conflict management skills
- Demonstrated experience in family work
- Demonstrated capacity to provide counselling services within a risk management framework
- Capacity to manage competing demands in a busy environment
- Experience in whole of school / organisation wide approaches to wellbeing
- Be fully supportive of the objectives and ethos of Catholic education in the Mercy tradition
- Experience working with neurodiverse young people is desirable