



SECONDARY WELLBEING COORDINATOR POSITION DESCRIPTION

POL: 3

TENURE: 3 YEARS

Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community.

Teachers at Marymede Catholic College are appointed by and reports to the Principal for the delivery of quality learning and teaching experiences, which enhance student outcomes.

The College recognises teachers as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2018)* and the Victorian Institute of Teaching Dimensions of Professional Practice. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement. The teacher must also hold a current VIT Registration. The Secondary Wellbeing Coordinator's role will include a teaching component.

The Secondary Wellbeing Coordinator shall be responsible to the Principal through the Directors of Students (7-9) and (10-12).

The Secondary Wellbeing Coordinator works in close collaboration with and under the direction of the Directors of Students (7-9) and (10-12) in leading the response to the wellbeing and pastoral care needs of all Secondary students at Marymede Catholic College.

Additionally, the Secondary Wellbeing Coordinator, in conjunction with the two Directors, provides support to Secondary teachers in overall pastoral care. In conjunction with the two Directors, Secondary Learning & Teaching Coordinator and the Learning Enhancement Coordinators, the Secondary Student Wellbeing Coordinator will be responsible for the development of Pastoral Care Programs, initiatives, services and activities throughout the Secondary School, aligned within the whole P-12 aspect.

Organisational Relationships

Directly responsible to the Principal.

Specific Responsibilities

1. Coordinate Pastoral Care Programs to promote, support and restore the wellbeing of students:
 - Support the College in the implementation of the Respectful Relationship program;
 - Positive Behaviour for Learning program;
 - Programs promoting resilience;
 - Programs to develop the social and emotional wellbeing of students.
2. Have an understanding of and support the implementation of Child Safe Standards and Mandatory Reporting procedures.
3. Liaise with Directors of Students (7-9) and (10-12) and Learning Diversity Leaders to implement the Respectful Relationships program from Year 7 to 12 under a House structure in a manner consistent with the Catholic Ethos of the College.
4. Liaise with Pastoral Teachers, House Leaders, Student Wellbeing staff, Learning Diversity Leaders, Primary Student Wellbeing Coordinator and the two Director of Students to develop pastoral interventions such as building relationships with outside agencies to respond to significant wellbeing concerns and issues by:
 - Attending to the needs of the student(s);
 - Supporting staff with suggestions/strategies;
 - Providing in-class modelling when appropriate; and
 - Assisting with the wellbeing curriculum support/programs.
5. Liaise with Pastoral Teachers, House Leaders, Student Services staff, Learning Enhancement Coordinators, Primary Student Wellbeing Coordinator and the two Directors, to plan and coordinate appropriate responses to significant wellbeing concerns and issues by:
 - Attending to the immediate need of the student(s).
 - Liaising with appropriate staff and ensuring communication flows smoothly.
 - Assisting to coordinate a response.
6. Together with the two Directors and Learning Enhancement Coordinators, review and ensure the implementation of pastoral care, and bullying policies and promote leadership within the College community.
7. Participate as an active member of the House Team, Wellbeing Team, attend PSG meetings and staff meetings.
8. Assist with Parent Information Evenings.
9. Planning and implementation of 7-12 Wellbeing Days/Weeks such as; R U OK Day, Harmony Day, Mental Health Awareness Month, Mindfulness May.
10. Together with the Staff & Student Transition Coordinator P-12, support the social and emotional needs of new students transitioning to the College.
11. Maintain regular newsletter articles specific to the wellbeing initiatives of the College which promote a positive home and school partnership.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2018*.