

## Position Description

# Wellbeing Leader – Prep to Year 2

<b>Purpose of position</b>	The Wellbeing Leader is a member of the Campus Student Wellbeing Team (Primary) and supports the Director of Student Wellbeing (Prep – 2) with realising the student wellbeing strategy of the College. They are entrusted with the responsibility to lead the response to the wellbeing and pastoral care needs of students and develop pastoral care programs.
<b>Staff Team</b>	Campus Student Wellbeing Team, Primary
<b>Reporting to</b>	Director of Student Wellbeing (Prep – 2)
<b>Location</b>	Marymede Catholic College: - 60 Williamsons Road, South Morang - Eminence Boulevard, Doreen
<b>Classification</b>	POL (0.6) – shared with another Wellbeing Leader (POL 2.4)
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>• Salary as per Victorian Catholic Education Multi Enterprise Agreement 2023</li> <li>• Significant opportunities for professional learning</li> </ul>
<b>Commencement date</b>	January 2024
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Position of Leadership Level 3</li> <li>• 6 periods of time release per fortnight</li> <li>• Contract tenure of 1 years for the position of Wellbeing Leader – Prep to Year 2</li> <li>• Ongoing appointment to the College as a teacher</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018</li> <li>• be required to be registered as a teacher with the Victorian Institute of Teaching</li> </ul>
<b>Qualifications and experience</b>	<p>An appropriate qualification in education is required.</p> <p>A postgraduate qualification in an area of student wellbeing and/or educational leadership is desirable but not essential.</p>

Demonstrated successful experience in educational leadership in student wellbeing is desirable.  
Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment).

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the Campus Student Wellbeing Team, Primary
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously support the implementation of the College's student wellbeing strategy
- Actively support the College's implementation of Positive Behaviour for Learning
- Foster a culture of positive relationships where students are taught the skills of wellbeing through a wide range of differentiated evidence-based interventions
- Support the fostering of student voice and agency
- Coordinate primary wellbeing and pastoral care programs to promote, support and restore the wellbeing of students including those focussed on promoting resilience, developing social and emotional wellbeing and supporting students experiencing grief and loss
- Support and collaborate with pastoral teachers to plan and coordinate appropriate responses to significant wellbeing concerns and issues
- Support and collaborate with the Director of Student Wellbeing to identify where students may require access to tier 2 and 3 wellbeing supports
- Collaborate with Learning Diversity Leaders in relation to case management of students with complex learning and social emotional and behavioural needs
- Collaborate with the Directors of Student Wellbeing to monitor and use behavioural and social emotional data to address social and emotional issues within the school
- Respond to escalated student behaviour issues
- Together with the two Directors and Learning Diversity Leaders, review and ensure the implementation of pastoral care, Positive Behaviour for Learning strategies and promote leadership of them within the College community
- Liaising with the two Directors of Student Wellbeing continue to promote the 'buddy' program
- Facilitate family workshops about relevant areas of Wellbeing
- Purchase and manage resources in accordance with specific needs of staff, families and students
- Facilitate opportunities that highlight and celebrate College wellbeing programs
- Oversee the design, implementation and evaluation of policy and curriculum development eg. Respectful Relationships, PB4L, and other elements of the College's Wellbeing Strategic

## Plan

- Maintain and broaden knowledge of SEL and its application to the classroom and the school community.
- Plan and facilitate professional learning for staff in the area of wellbeing.
- Collaborate with the Wellbeing Leader (Secondary) to organise whole school events throughout the year with a Wellbeing.
- Collaborate with learning and teaching leaders to embed student wellbeing throughout the curriculum.
- Contextualise work within the broader curriculums of RE, Inquiry and major school events
- Support the implementation of the College Affirmation Policy and Program
- Support the implementation of policies and procedures related to student wellbeing including Pastoral Care Policy, Student Behaviour Policy, Out of Home Care practices and documenting relevant student information
- Foster the culture of Child Safety at the College
- Support or assist children who disclose child abuse or are otherwise linked to suspected child abuse.
- Foster student voice and agency in the learning program
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to lead teams, build capacity in others, and working as part of team
- Ability to implement the functions of student wellbeing and pastoral care
- Facilitate effective professional learning
- Ability to organise and coordinate programs and events
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description updated:**

September 2023