



Saint Ignatius College Geelong

ROLE STATEMENT

Education Support Officer – Student Wellbeing Officer

Date: November 2016

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College’s Catholic Ethos
- College’s Ignatian Ethos
- College’s Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.

Designated Leader of this work area – Deputy Principal Students via The Student Wellbeing Office Coordinator

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education. • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. • This person will ensure that all professional contact with the public is positive and welcoming and promote the College Ignatian Ethos
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The general responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to the Deputy Principal Students via The Student Wellbeing Office Coordinator • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies as published on the College intranet • Undertake other duties as required by the Principal
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The specific duties of the role of Student Wellbeing Officer	<ul style="list-style-type: none"> • To perform duties assigned by the Deputy Principal – Students, or the Student Wellbeing Officer Coordinator. <p>Student Support</p> <ul style="list-style-type: none"> • To provide counselling to students based on issues affecting their well-being, who may be self-referred, teacher-referred, parent-referred, or referred by the Student Welfare Group. • To provide students and families where needed with appropriate information and resources based on their presenting issues(s). • To refer cases beyond the expertise and resources of the Student Wellbeing Officer to the appropriate outside agency; • To follow-up consistent unexplained student absenteeism upon referral from a Year Level Coordinator. • Will be a member of the ‘Student Support Group’ when a student has been identified as ‘at risk’. Will keep written documentation of the actions and consequences taken by the ‘Student Wellbeing Team as well as the outcomes for the students. • Will monitor the effectiveness of the strategic program/plan prepared for ‘student at risk’. Assist in developing strategies for students at risk to be implemented by the school and communicate these to staff. • Expected to help in crisis situations. • Assess students within a ‘case management’ framework and keep records of these ‘case
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	<p>managed' students for the school.</p> <ul style="list-style-type: none"> • Develop and implement Safety Plans, as required, for at risk students • Other duties as directed by the Principal. <p>Staff Consultation</p> <ul style="list-style-type: none"> • To participate in meetings with The Deputy Principals (DPs) and Year Level Coordinators (YLC) to discuss student issues; • To provide resources and consultancy to staff to assist them in their pastoral role; • To consult with staff about the needs of individual students within the confines of confidentiality; • To identify and work with staff in developing and implementing positive school programs to foster the well-being of all students; • To provide professional development to staff on relevant issues; • To participate in a Critical Incident Response Team / Emergency Management Team and provide support to local schools where appropriate and where requested. • To participate in Curriculum, Year Level and full staff meetings as required • To identify, develop and implement procedures and processes are in place to support the provision of student support services. • Through the YLCs form partnerships with teachers and parents supporting/tracking students through difficult periods. • To make 'off-site' visits with at least one other staff member to help provide support to students at risk where needed. • To be involved in policy development in areas relevant to student support. • Other duties as directed by the Principal. <p>Parent/Guardian Consultation</p> <ul style="list-style-type: none"> • To provide support, information and resources to parents with concerns about their sons/daughters' well-being; • To provide information to parents regarding outside agencies and facilitate referrals where appropriate; • To organize parent evenings and forums using school resources or outside agencies. • To introduce the wellbeing service available at information evenings. <p>Student Support Group</p> <p>To be a member of the team when a student has been targeted as "at risk" by the Principal, Deputy Principals, Year Level Coordinator (YLC) or Student Wellbeing Officer (SWO) in circumstances such as:</p> <ul style="list-style-type: none"> • Family upheavals, - separation, bereavement, loss of income and other issues • Scholastic difficulties - learning difficulties, integration issues, poor performance • Social Issues - bullying, isolation • Disciplinary issues - consistent level two infringements including truancy • Health issues <p>Task: Will be to assess the needs of students deemed "at risk" and provide a strategic program/plan of support that will be case managed through the Student Wellbeing Office.</p> <p>Team members could include - Year Level Coordinator (YLC) Student & Parent/Guardians, Student Wellbeing Officer, Home Room Teacher/other significant staff member, Work and Further Education Coordinator, Learning Support Coordinator.</p> <ul style="list-style-type: none"> • All other duties as directed by the Principal
Education and Experience	<p>Essential: Bachelor Degree (or equivalent) in social work, psychology or counseling and have relevant experience in the field of youth mental health and education</p>
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in relation to your role to maintain current best practice • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit • To establish networks with student wellbeing officers in other schools • Attend CSSS meetings and meetings with other networks as approved by the <u>Principal</u>

	<ul style="list-style-type: none"> • To undertake regular supervision; (if required) • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Demonstrated knowledge and experience in working with adolescents in a counselling role • Excellent interpersonal and communication skills • Experience in the secondary education setting • Experience in developing and implementing student programs. • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Ability to document “Case management” programs and Pastoral care involvement for school records. • Ability to manage complex tasks with minimal supervision • Proven capacity to work independently and take ownership of tasks • Sound organisational skills including strong attention to detail • Self-motivation • Ability and willingness to accept policy directives • Maturity • Capacity to manage own time, complete multiple tasks within a set time frame and show initiative • Strong interpersonal skill, including the ability to liaise with a range of College stakeholders • Demonstrated capacity to maintain confidentiality
Child Safety and Pastoral Care	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
General, Administrative and School Community Duties	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial procedures
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Consider participation in social justice activities/retreats/spiritual programs.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

As per the Victorian Catholic Education Multi Enterprise Agreement 2013.

Remuneration and hours will be as agreed according to your contract of employment

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years