



Student Wellbeing Officer

Position Description

Location: Dandenong Campus (located within St John's Regional College, Dandenong)

Time fraction: Part time, 2 days per week neg.

Contract: 29/01/2024 – 26/01/2027

St Mary's College, in partnership with many local Catholic schools, provides students with a significant hearing loss a genuinely inclusive primary or secondary education. Our teams situated at each campus, ensure our students flourish through the support and adjustments provided by our teachers of the deaf, speech language pathologists, learning support officers and Auslan educational interpreters. St Mary's College has 6 campuses located across Melbourne providing a supportive network of professional colleagues working towards assisting our students to be the best version of themselves they can be.

Organisational Relationships

The student wellbeing officer position is funded under the National Student Wellbeing Program (NSWP) which provides pastoral care services and strategies that support the general wellbeing of students and the school community.

Student wellbeing officers must follow the NSWP Guidelines. The guidelines include a code of conduct which must be signed by the student wellbeing officer. The student wellbeing officer collaborates with the DP Student Wellbeing, partner school counsellors, members of the College leadership team and other staff in supporting the College wellbeing policies and student learning activities. The student wellbeing officer works under the daily direction of the Head of Campus and is ultimately responsible to the Principal.

Key Responsibilities

- Effectively run and manage the Dandenong campus' space for students to drop in for social or mental health breaks and support (Chill Out Space) at lunchtime.
- Contribute to improving student attendance, engagement and connectedness.
- Provide pastoral care, support and guidance to students with a hearing loss in developing strategies to overcome difficulties in class and individual sessions.
- Support students to develop positive behaviours and thoughts as part of the College Positive Behaviours for Learning practice.
- Attend Program Support Group meetings as required.
- Provide students with referrals to specialist services as required.

Selection Criteria

1. Experience in supporting the wellbeing of students, particularly those who are deaf or have a disability.
2. Capacity to work within the school environment and an ability to liaise with outside agencies.
3. Experience in providing services to improve student engagement and connectedness.

4. An ability to provide wellbeing support and specific programs both within and outside of classroom environments.
5. Demonstrated excellent interpersonal skills and an ability to communicate effectively with students, parents and staff.
6. A capacity to work closely with key staff members whilst adhering to College guidelines and school-based procedures.

Commitment to Child Safety

The successful applicant will:

- 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.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Qualification and Requirements

Student wellbeing officers must hold a Certificate IV equivalent or higher qualification that includes competencies in mental health and making appropriate referrals, and providing pastoral care or working with youth. An understanding or knowledge of deafness would be preferred.

Applicants must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Salary and conditions

The student wellbeing officer is an Education Support Employee B Level 3 in line with the Catholic Education Multi Enterprise Agreement 2022.

As a PBI, packaging is available to staff up to \$15,900 of salary per annum which reduces tax and significantly increase take-home pay.

Application Procedures

Applications should be emailed to principal@smdeaf.vic.edu.au and should include:

- covering letter identifying the relevant advertised position and including a brief response outlining the extent to which you meet each of the selection criteria
- a curriculum vitae
- copies of qualifications
- copy of current WWC registration
- current employer and at two other professionals to be listed as your referees.

Any queries regarding the time fraction or conditions of employment can be answered by contacting the Administration Officer on **9800 2733** or admin@smdeaf.vic.edu.au.

Applications close: 8 December 2023