



Position Description **Wellbeing Officer**

The role:

The Wellbeing Officer works to promote and support the well-being of members of the Kardinia International College community. The Wellbeing Officer is responsible for implementing the College philosophy and modelling and supporting the values of the College.

Reports to:

The Wellbeing Officer is accountable to the Principal and Heads of Junior and Senior School. As a key member of the Wellbeing Team, the Wellbeing Officer works in partnership with the Academic Council, Junior and Senior School leadership teams, teachers, students and parents in the area of pastoral care.

Key Responsibilities

Student Support

- Provide counselling to students based on issues affecting their well-being, who may be self-referred, teacher-referred, parent-referred, or referred by Junior and Senior School leadership teams;
- Provide students and families where needed with appropriate information and resources based on their presenting issues(s);
- Refer cases beyond the expertise and resources of the Wellbeing Officer to the appropriate outside agency;
- Follow-up consistent unexplained student absenteeism upon referral from the Head of Junior or Senior School.
- Be a member of the "Student at Risk" Case Management Team when a student has been identified as 'at risk'. Will keep written documentation of the actions and consequences taken by the "Student at Risk" Case Management Team as well as the outcomes for the students;
- 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;
- Assist in crisis situations;
- Assess students within a 'case management' framework and keep records of these 'case managed' students for the school;
- Develop and implement Safety Plans, as required, for at risk students;
- Other duties as directed by the Principal.

Staff Consultation

- Participate in meetings with Junior and Senior School leadership teams to discuss student issues;
- Provide resources and consultancy to staff to assist them in their pastoral role;
- Consult with staff about the needs of individual students within the confines of confidentiality;
- Identify and work with staff in developing and implementing positive school programs to foster the well-being of all students;
- Provide professional development to staff on relevant issues;
- Participate in a Critical Incident Response Team;
- Participate in Curriculum, Junior and Senior staff meetings as required;
- Identify, develop and implement procedures and processes to supplement the provision of student support services;
- Provide a statistical and summative report to the Academic Council twice yearly;
- Through House Leaders in the Senior School and Directors in the Junior School, form partnerships with teachers and parents supporting/tracking students through difficult periods;

- Organise 'off-site' visits with at least one other staff member to help provide support to students at risk where needed;
- Be involved in policy development in areas relevant to student support;
- Other duties as directed by the Principal.

Parent/Guardian Consultation

- Provide support, information and resources to parents with concerns about their son's/daughters' well-being;
- 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.

Professional Development

- To undertake regular professional development to maintain current best practice;
- To undertake supervision (if required).

Child Safe Practices

- Adhere at all times to the College's Child Safe Policy and practices including the Child Safe Code of Conduct.
- Ensure all involvement with students is inclusive of and respectful towards children with a disability, Aboriginal and Torres Strait Islander children and children from a culturally and/or linguistically diverse backgrounds.

Selection Criteria

- Demonstrated knowledge and experience in working with children & adolescents in a counselling role;
- High level of interpersonal and communication skills;
- Appropriate qualification in psychology and counselling;
- Current Victorian working With Children Check;
- Demonstrated ability to work as part of a team on wellbeing issues;
- Experience in a primary and/or secondary educational setting;
- Experience in developing and implementing student program;
- Ability to document case management programs for students identified "at risk" for school records.