



# ***Wellbeing Support Officer***

## ***Broad Purpose of Position***

God has created us as complete beings with spiritual, intellectual, emotional, social, and physical dimensions. As a College, we believe that God calls us to minister to the whole person. To nurture the well-being of the students, there is a need to have access to and the support of specifically trained professionals within our community, and our Student Wellbeing team fills this specific need. As we are an intentional Christian community, the College's Student Wellbeing team needs to be able to provide comfort, counsel, and wisdom to students, staff, and their families from a Biblical worldview.

The position of Wellbeing Team Member can and does accommodate many different possible qualifications and roles. Below are some of, but not limited to, potential roles and responsibilities. Applicants may include counsellors, social workers, youth workers, pastoral carers, and others in a similar role. It is a support role for and with people of all ages, and therefore, it is important that skills and qualifications support this end. While this is primarily a non-teaching role, this is best expressed by flexible service and active participation in various tasks related to student and staff wellbeing.

## ***Reporting Relationships***

The Wellbeing Team Member:

- Reports and is accountable to the Learning and Behaviour Support Coordinator and College Leadership Team
- Will liaise with and work closely with other members of the Wellbeing Team

## ***Job Description***

### **Summary of Key Objectives**

- Provide social, emotional and spiritual wellbeing support and guidance of all students through proactive group work and individual support sessions.
- Provide support to parents and families and be a proactive partner in these relationships.
- Advocate for students through opportunities for growth, leadership, and celebration.
- Collaborate with the teachers, coordinators, lead teaching staff and principal to develop and implement a range of programs and interventions with students and the College community that foster general well-being, resilience and responds to identified social, emotional needs.
- Increase awareness, understanding and the capacity of staff in how to effectively support and manage student wellbeing, particularly prevention and early intervention.
- Establish and maintain links with student support agencies, school networks, with a view to optimising and coordinating service provision to students 'at risk'.
- Support whole school wellbeing initiatives by organising and providing a range of activities at lunchtimes and at other College events or lessons.

### **Summary of Key Responsibilities and Duties**

- Providing counselling (if qualifications are deemed suitable)/ referrals and appropriate interventions for students in need.
- Developing programs and activities to enhance the wellbeing of our students.
- Working with staff, families, and other agencies in student wellbeing. Specifically, this will include appropriate student intervention, case management and referral when appropriate.
- Providing support and possibly training for staff working with students with social/ emotional/behavioural issues.
- Assisting students in developing interpersonal, time management and study skills.
- Working collegially as part of the Student Wellbeing team.
- Liaising with appropriate outside agencies.
- Keeping Management and the School Board (Governance) informed of essential issues as required.
- Working cooperatively with the MNCC community to create a safe and supportive learning environment.



- Liaise promptly with colleagues and parents regarding individual students, comply with professional guidelines and confidentiality, and always put the student's best interests and safety first.
- Maintaining appropriate records as a legal requirement for NCCD and continuity of care.
- Involvement in implementing staff professional development as it applies to Student Wellbeing.
- Assist staff and management with monitoring student attendance, e.g., chronic student absenteeism, and implementing strategies to improve student attendance.
- Conduct parent and student support group meetings as required.
- Work closely with teachers in the ongoing pastoral care of students.
- Conduct an initial assessment and counselling of students who are self-referred or referred by parents or staff.
- Taking a 'listening' role and referral of students and families to appropriate agencies for specialised on-going support.
- Partnering with parents and teachers of students at risk to bring about optimal educational and welfare outcomes.
- Keeping accurate confidential records of student interactions and relevant information regarding their wellbeing.
- To keep up to date on latest laws and practices regarding child safety.
- Collaborate with the teachers, Heads of School, key teaching staff and Principal to develop and implement a range of programs and interventions with students and the College community that foster general wellbeing and resilience.
- Supporting wellbeing activities during either chapel or community lessons, as well as current programs and interventions, eg. Breakfast Club.
- Organise and run lunchtime activities that provide support for students.
- Be available to attend excursions and camps.

## **Child Safety**

This position is responsible for taking all practical measures to ensure that Mid North Christian College's Child Safe Environments Policy, Procedures and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child safe culture is maintained within the College. We have established a series of Child Safety Policies, Procedures and a Child Safety Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

## ***Person Specifications***

### **Personal Attributes**

#### *Essential Criteria*

The ideal candidate will have the following essential requirements:

- An established, strong and active personal commitment to the Christian faith
- Committed member of a local church congregation
- Demonstrates flexibility and common sense with honesty and integrity in a range of situations
- Excellent written and verbal communication skills with the ability to communicate sensitively and respectfully with a variety of stakeholders
- Ability to work independently as well as part of a team

### **Qualifications and Experience:**

#### *Essential Criteria*

- Minimum of qualification or qualifications equivalent to or higher than a Certificate IV as determined by the South Australian State Government, which must include competencies in:
  - Mental health and making appropriate referrals, and
  - Providing pastoral care, and/or working with youth
- Current Working with Children Check
- Current Responding to Risks of Harm, Abuse and Neglect Training – Education and Care (RRHAN-EC)
- Protective Practices Training
- First Aid
  - Provide First Aid in an Education & Care Setting
  - CPR, Asthma & Anaphylaxis



**Mid North  
Christian  
College**

**Hope in  
the Living  
God**

**LOCATION**

43 Port Davis Road,  
Locked Bag 2, Port Pirie  
South Australia 5540

**CONTACT**

Phone 08 8632 4240  
accounts@midnorthcc.sa.edu.au  
midnorthcc.sa.edu.au  
ABN 19 489 959 315

- Prior experience working with students, children or young people
- Competent in using software programs

### **Other requirements**

- Attend professional development and training and actively seek opportunities to increase knowledge, experience, and skills. Some intrastate travel may be required.
- Undertake a professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing.
- Attend and contribute to team meetings.
- Undertake any other tasks or responsibilities consistent with the role or the grade classification, as directed by the Principal.