



# Position Description

<b>Position Title</b>	Wellbeing Team Leader
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Mary of the Angels Secondary College
<b>Location</b>	<i>Nathalia</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	ES Level 4:1 Category C
<b>Remuneration</b>	TBC
<b>FTE</b>	TBC
<b>Status</b>	Ongoing
<b>Reports to</b>	Principal & Deputy Principal; Student Wellbeing & Development

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the

employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

## Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

St Mary of the Angels is a Catholic, co-educational Secondary College that was established by the Franciscan Missionaries of the Divine Motherhood (FMDM) sisters in 1961. The College welcomes families from Nathalia, Numurkah, Wunghnu, Tallygaroopna, Cobram, Yarroweyah, Strathmerton, Katamatite, Barooga, Tocumwal, Finley (NSW) and many of the townships in between. At St Mary of the Angels, we draw our example from Jesus Christ, who in turn inspired St. Francis of Assisi, and it is St Francis' core values of justice, peace, and integrity in creation in a spirit of gratitude and joy, that we celebrate and embrace.

For thirty-three years the College was staffed mainly by the FMDM Sisters whose gift was their strong Franciscan charism and faithfulness to the community. We honour these women, many who came from England and Ireland, who supported and strengthened rural Catholic education in this region.

St Mary of the Angels prides itself on maintaining a family oriented and friendly atmosphere. Nathalia is a small town in Northern Victoria. The town is located on the banks of Broken.

## Position Summary

The Team Leader will provide and supervise a team to provide a range of counselling and support services to students and families of St Mary of the Angels Secondary College. This person will work with Year Level Team Leaders, faculty leaders and Learning Advisors to plan programs and processes to better support students and families at risk. He/she is responsible to the Principal and Deputy Principal, Student Wellbeing & Development. The position holder is a leader of the Wellbeing Support Team.

## Key Responsibilities

- Actively articulates the College's Vision and Mission as a Catholic school and uses this as a wellspring in all discussion and decision-making.
- Lead the Wellbeing Team with support from the Deputy Principal - Student, wellbeing and development when needed.
- Provide regular and on-going supervision to the Wellbeing Team. This includes the option of external professional supervision.
- Lead and implement 'best practice' service provision processes and procedures to best meet the individual needs of the students.
- Identify needs unique to staff, students, parents and the education community to ensure ongoing, long-term sustainable relationships with external networks and welfare providers.

- Is active as an individual, or as a team member, to work towards the success of the College's Strategic Plan and Annual Action Plan providing support, stimulus and action as necessary.
- Is available to all staff for consultation and support.
- Monitor and review the Wellbeing Teams budget.
- Deliver programs and initiatives within time and budget.
- Seeks professional development to further his/her understanding of the vision and mission of St Mary of the Angels Secondary College and the Franciscan Charism.
- Performs other duties as required by the Principal and Deputy Principal, Student Wellbeing & Development.
- Researches/Sources and supports the organisation of student focused programs or initiatives to meet student body needs and/or pastoral care program.
- ensuring compliance and implementation of the Child Safe Standards across the whole school setting

**Liaison with:**

- CES Ltd Wellbeing Leader and Support staff.
- External agencies such as Head Space, Live 4 Life, Catholic Care, CAMHS, The Bridge Youth Services.
- College Deputy Principal - Students, wellbeing and development.
- College Learning Support Team Leader
- College Positive Behaviours Leader
- College Wellbeing Team
- College Executive Team
- College staff, student and families

**Responsibilities as the Wellbeing Officer:**

- To provide high quality counselling (individual and group work) and support for the wellbeing of students and their families.
- To liaise with the Principal, Deputy Principal, Student Wellbeing & Development and Wellbeing Support Team as necessary, in order to provide a continuity of care for students and families.
- To ensure service delivery standards and targets are met within timeframes and all data input requirements and records are completed correctly and in a timely manner.
- To ensure that quality assurance processes are fully understood and implemented.
- To consult with and provide feedback and recommendations to leadership.
- Attendance at Diocesan Wellbeing Support team planning meetings and attendance at Catholic Education meetings/staff development days.
- Build strong inter-agency partnerships with all local services.

- Plan and develop programs for groups of students that enhance a salutogenic approach to wellbeing in the College.
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

- Tertiary qualifications in Youth Work, Health Sciences, Social Work, Psychology or related discipline and Membership of the Australian Association of Social Workers (AASW) (or equivalent, or eligible to apply for membership).
- Demonstrated understanding of the Identity Statement and Core Values of St Mary of the Angels Secondary College.
- Demonstrated capacity to provide supervision and support to a team of professionals and work with a high degree of independence to ensure effective delivery of wellbeing services to students.
- Demonstrated capacity to work with staff, parents, and students in the delivery of Wellbeing Services in the context of a Secondary School environment.
- Demonstrated excellent interpersonal skills and an ability to communicate effectively with students, parents and staff.
- Demonstrated highly developed communication and interpersonal skills, including the ability to manage and work collaboratively with a number of different stakeholders and network with a wide range of people within the education sector and the wider community.
- Thorough knowledge of developmental, educational and protective issues facing adolescents and demonstrated applications in a school setting.
- Ability to deal sensitively with confidential information including understanding of Privacy Laws.

### Special conditions of the role

- Police check clearance is essential.
- 'Working with Children Check' clearance is essential.
- A current driver's licence is essential.
- Compliance with CECV Code of Conduct and Code of Ethics.
- Compliance with the Child Safe Standards