

ROLE DESCRIPTION

POSITION: STUDENT WELLBEING OFFICER	
SUPPORT STRUCTURE: K - 12	EMPLOYMENT ARRANGEMENTS: 3 days per week, term time (plus emergency provision for up to 5 days - as designated by the Principal).
IMMEDIATE SUPERVISOR (S): Heads of School (annual review conducted by the Principal)	
PRECIS OF DUTIES: The Student Wellbeing position makes an essential contribution to the wellbeing needs of students and their families. A team approach is taken by all staff, but in particular, a pastoral team involves the Homeroom teacher in the Middle and Senior Schools and the Classroom teacher in the Primary School, the Year 7 Coordinator, and the Heads of Schools. The Student Wellbeing position is the conduit that supports this team	

Vision Statement: Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

Mission Statement: At Geraldton Grammar School we are striving for excellence today by encouraging and challenging students to fulfil their potential in preparation for the changing world of tomorrow.

School Values: The School upholds the following values: Anglican traditions, respect and responsibility, honesty and integrity, forgiveness and reconciliation, servant leadership, care and compassion, striving for excellence in all that we do, and perseverance.

A leader is best when people barely know he exists, not so good when people obey and acclaim him, worse when they despise him....But of a good leader who talks little when his work is done, his aim fulfilled, they will say, "We did it ourselves. (Lao Tzu)

KEY REQUIREMENTS:
<ul style="list-style-type: none"> • Relevant Academic Qualifications (psychiatric nursing, psychology , occupational therapy, social work) and registered with AHPRA • Valid Working With Children's Check • Experience with counselling children, adolescents and families • Understanding of the philosophy and spirituality of a Christian school • Understanding of the issues facing children and adolescents today • Ability to relate to a wide variety of students • Personal attributes which allow for the development of appropriate and productive relationships <p>Excellent communication skills</p>

MAIN TASKS:**Counselling**

- Provide individual counselling for students with a case management process
- Provide small group counselling/mediation for students (Need to ensure that access is voluntary. Need to be clear that the wellbeing officer does not take on any role that could be viewed as disciplinary)
- Assess and refer students as needed
- Refer parents/guardians/families/staff as needed

Liaison

- Liaise with Teachers, Heads of School and the Principal
- Liaise with external professionals and agencies as required
- Liaise with parents/guardians/families when required
- Attend regular fortnightly meetings with each Head of School or as required

Reporting

- Prepare formal reports including record of conversation statements on SEQTA and in the student file if an external agency is involved.
- Provide formal feedback to parents as appropriate
- Provide feedback to teachers within the guidelines of confidentiality
- Maintain records as appropriate.

RESOURCES, COMMUNICATION AND PROFESSIONAL LEARNING

- Initiate and support wellbeing education programs for teachers/parents/students
- Provide relevant wellbeing information and resources to staff, parents/guardians and students
- Contribute to the wellbeing content on both the school website and in the fortnightly newsletter
- Contribute to relevant discussions, meetings and committees addressing wellbeing issues
- Offer professional learning to staff on wellbeing matters.

Professional Learning

- Undertake regular professional learning via: Maintaining networks and attending meetings with counsellors from other schools
- Attending workshops and conferences relating to counselling and child/adolescent wellbeing
- Participating in collegial professional learning in order to maintain up-to-date knowledge in the areas of:
 - Child/adolescent social development and wellbeing
 - current issues relating to child/adolescent culture (e.g. technology, self-harm)
 - Social/emotional/psychological interventions
 - Relevant agencies and government services
 - Government /community agency regulations (e.g. child protection, community policing) Risk factors for children and adolescents

All Role Descriptions include the following statements:

- Completion of other duties as directed by the Principal.

Workplace Health and Safety

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011.

Geraldton Grammar School is an equal opportunity employer.

REVIEWED BY:	DATE
NJE	24/01/17