

POSITION DESCRIPTION

Title:	Student Wellbeing Officer
Reports to:	Principal
Direct reports to this role:	Nil
Internal Liaisons:	Staff & Students
External Liaisons:	Relevant agencies and government services Government /community agency regulations (e.g. child protection, DES, community policing)
Terms and Conditions:	<i>Educational Services (Schools) General Staff Award 2020</i>

Geraldton Grammar School (GGS) 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.

Strategic Pillars

Personalisation - Ensure that our academic, co-curricular and wellbeing programs support and enable each member of a diverse student body to achieve their personal best

Staff - Attract, retain and develop talented staff who are aligned with the School's values and work hard to achieve the purpose and vision for Geraldton Grammar School

Our School Our Future - Plan for and maintain sustainable funding that allows us to invest in infrastructure and programs to achieve our goals

Community - Positively engage with our local community, educational partners, parents and alumni to encourage and foster mutual respect and valuable opportunities for cooperation

Service and Values

- All responsibilities and activities are to be carried out in accordance with GGS ethos, values, and standards of behaviour as set down by the School and as amended from time to time
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times
- Participate in professional development activities conducted by GGS as required or directed.
- Support the ethos of the School in the Anglican tradition

Child Safety Commitment

All students who attend GGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have a zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by GGS in child- connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Staff Obligation to Child Safety

All staff at GGS take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. The GGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at GGS are required to sign a statement that they have read, understood and agree to abide by the GGS Child Safety Policies and the GGS Staff Code of Conduct.

Precis of Duties:

The Student Wellbeing Officer makes an essential contribution to the wellbeing needs of students (Kindy-Year 12) and their families. A team approach to the wellbeing of students is taken by all staff, but in particular, a pastoral team involves the Homeroom teacher in the secondary school and the classroom teachers in the Primary School, the Year Coordinator's, and the Heads of Schools along with other members of Senior Leadership. The Student Wellbeing Officer is the conduit that supports this team. At Geraldton Grammar School aim to have an environment where students and staff feel supported, cared for, known, secure and safe. Our diverse community requires an understanding of other cultures and roles within our community where everyone is treated with respect, compassion and understanding.

Duties and Responsibilities

Counselling

- Provide individual counselling for students with a case management process
- Provide small group counselling/mediation for students
- Assess and refer students as needed to external providers
- Refer parents/guardians/families as needed to external providers
- Support staff in a limited capacity and refer staff to the Employee Assistance Program

Liaison

- Liaise with Teachers, Heads of School, Deputies 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
- Attend regular fortnightly meetings with the Principal

Reporting

- Prepare formal reports including record of conversation statements on SEQTA and in the student file if an external agency is involved.
- Written record keeping on SEQTA
- Provide formal feedback to parents as appropriate
- Provide feedback to teachers within the guidelines of confidentiality
- Keep Heads of Schools fully informed of student issues

Resources, Communication and Education

- 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 the school website
- Contribute to relevant discussions, meetings and committees addressing wellbeing issues
- Offer professional learning to staff on wellbeing matters.
- Work with Heads of School for the NCCD
- Support Early Learning and Primary in the presentation of the Protective Behaviours Program
- Support Secondary in presenting Respectful Relationship content - Years 7 – 12.
- Being part of the Student Wellbeing Committee – Minute taking responsibilities.

Professional Learning

- Undertake regular professional learning to improve outcomes for students
- Attend workshops and conferences relating to counselling and child/adolescent wellbeing
- Participate 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, DES, community policing)
- Completion of other duties as directed by the Principal.

Other areas including Workplace Health and Safety

The staff member is required to:

- Be available for a variety of staff meetings and professional development activities on nominated days.
- Be involved in extra-curricular activities of the School which could include School camps.
- Adhere to a standard of dress consistent with the stated requirements of the School
- Comply with the School policies and procedures
- 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 the 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 another person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act.

Criteria

- Relevant Academic Qualifications
- 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 from Primary to Secondary
- Ability to relate to a wide variety of students
- Personal attributes which allow for the development of appropriate and productive relationships.
- Excellent oral and written communication skills
- Able to work with a team of staff through shared information and a teamwork approach
- Provide support for the special arrangements for SCSA applications.
- Willingness to be trained in presenting Protective Behaviours & Respectful Relationship content across all year levels K – 12