



# Saint Ignatius College Geelong Role Statement

## Student Wellbeing Officer

### Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

\*College's Catholic Ethos, \*College's Child Safe Policies and Procedures  
\*College's Ignatian Ethos, \*CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states:

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students.
- Saint Ignatius College staff will have a deep knowledge of the content that they teach.
- Saint Ignatius College staff will pursue best practice.

### Overview of Role

The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the characteristics of Jesuit Education. The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. This person will ensure that all professional contact with the college community is positive, welcoming and promotes the College Ignatian Ethos

### Primary Purpose

This Student Wellbeing Officer supports the wellbeing, safety and personal development of students and contributes to a positive, proactive wellbeing culture across the College.

Reporting to the Deputy Principal – Students via the Student Wellbeing Office Coordinator, this role provides counselling, case management and wellbeing support to students, while assisting with wellbeing programs, staff consultation and whole-school initiatives.



# Saint Ignatius College Geelong

## Role Statement

### Student Wellbeing Officer

#### Major Areas of Responsibility

The Student Wellbeing Officer has the following major areas of responsibility:

- Student support
- Staff Consultation
- Parent / Guardian Consultation
- Student Support Group

#### 1. Student Support

- 1.1. To provide counselling to students based on issues affecting their well-being, who may be self-referred, teacher-referred, parent-referred, or referred by the Student Welfare Group.
- 1.2. To provide students and families where needed with appropriate information and resources based on their presenting issues(s).
- 1.3. To refer cases beyond the expertise and resources of the Student Wellbeing Officer to the appropriate outside agency;
- 1.4. To follow-up consistent unexplained student absenteeism upon referral from a Year Level Coordinator.
- 1.5. Will be a member of the 'Student Support Group' when a student has been identified as 'at risk'. Will keep written documentation of the actions and consequences taken by the 'Student Wellbeing Team as well as the outcomes for the students.
- 1.6. Will 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.
- 1.7. Expected to help in crisis situations.
- 1.8. Assess students within a 'case management' framework and keep records of these 'case managed' students for the school.
- 1.9. Develop and implement Safety Plans, as required, for at risk students
- 1.10. Other duties as directed by the Principal.

#### 2. Staff Consultation

- 2.1. To participate in meetings with The Deputy Principals (DPs), Heads of House (HOH), Year Level Coordinators (YLC), and Assistant Year Level Coordinators (AYLC) to discuss student issues;
- 2.2. To provide resources and consultancy to staff to assist them in their pastoral role;
- 2.3. To consult with staff about the needs of individual students within the confines of confidentiality;
- 2.4. To identify and work with staff in developing and implementing positive school programs to foster the well-being of all students;
- 2.5. To provide professional development to staff on relevant issues;
- 2.6. To participate in a Critical Incident Response Team / Emergency



# Saint Ignatius College Geelong

## Role Statement

### Student Wellbeing Officer

Management Team and provide support to local schools where appropriate and where requested.

- 2.7. To participate in Curriculum, Year Level and full staff meetings as required
- 2.8. To identify, develop and implement procedures and processes are in place to support the provision of student support services.
- 2.9. Through the YLCs, AYLC's and HOS, form partnerships with teachers and parents supporting/tracking students through difficult periods.
- 2.10. To make 'off-site' visits with at least one other staff member to help provide support to students at risk where needed.
- 2.11. To be involved in policy development in areas relevant to student support.
- 2.12. Other duties as directed by the Principal.

### 3. Parent/Guardian Consultation

- 3.1. To provide support, information and resources to parents with concerns about their child's well-being;
- 3.2. To provide information to parents regarding outside agencies and facilitate referrals where appropriate;
- 3.3. To organise parent evenings and forums using school resources or outside agencies.
- 3.4. To introduce the wellbeing service available at information evenings.

### 4. Student Support Group

To be a member of the team when a student has been targeted as "at risk" by the Principal, Deputy Principals, Year Level Coordinator (YLC), Assistant Year Level Coordinator, Heads of House, Heads of Senior School or Student Wellbeing Officer (SWO) in circumstances such as:

- 4.1. Family upheavals, - separation, bereavement, loss of income and other issues
- 4.2. Scholastic difficulties - learning difficulties, integration issues, poor performance
- 4.3. Social Issues - bullying, isolation
- 4.4. Disciplinary issues - consistent level two infringements including truancy
- 4.5. Health issues

The task will be to assess the needs of students deemed "at risk" and provide a strategic program/plan of support that will be case managed through the Student Wellbeing Office.

Team members could include - Year Level Coordinator (YLC) Student & Parent/Guardians, Student Wellbeing Officer, Home Room Teacher/other significant staff member, Work and Further Education Coordinator, Learning Support Coordinator.



# Saint Ignatius College Geelong

## Role Statement

### Student Wellbeing Officer

#### Qualifications and Experience

- Bachelor Degree (or equivalent) in social work, psychology, counseling or related field, and have relevant experience in the field of youth mental health and education
- Demonstrated knowledge and experience in working with adolescents in a counselling role
- Experience in the secondary education setting
- Experience in developing and implementing student programs.

#### Interpersonal Skills

- Ability to work effectively as part of a team
- Excellent interpersonal and communication skills
- Strong oral and written communication skills, including the ability to engage with children, parents, and the wider school community
- Ability to document case management programs and pastoral care involvement for school records
- Ability to manage complex tasks with minimal supervision
- Proven capacity to work independently and take ownership of tasks
- Sound organisational skills with strong attention to detail
- High level of Self-motivation
- Ability and willingness to follow policy directives
- Demonstrated maturity and professionalism
- Ability to manage time effectively, prioritise multiple tasks within set timeframes, and demonstrate initiative
- Demonstrated capacity to maintain confidentiality

#### Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must:

- Have a demonstrated understanding of Victoria's 11 Child Safety Standards
- Have a demonstrated understanding of appropriate behaviour when engaging with children.
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.



# Saint Ignatius College Geelong

## Role Statement

### Student Wellbeing Officer

#### Child Safety and Pastoral Care

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
- Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values.
- Implement strategies which promote a healthy and positive learning environment.
- Attend all school assemblies.
- Attend school liturgical celebrations.
- Attend school organised activities relevant to house or year level, as required.
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook.
- Proactively monitor and support student wellbeing

#### Professional Development

- Commit to ongoing professional development in relation to your role to maintain current best practice
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of ICT skills as technologies evolve
- Be an active member of a relevant professional association as duties permit
- To establish networks with student wellbeing officers in other schools
- Attend CSSS meetings and meetings with other networks as approved by the Principal
- To undertake regular supervision; (if required)
- Support collegial learning
- Participate annually in Ignatian professional development
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Uphold the professional standards expected of this role

#### Co-Curricular Involvement

- Support and be involved in the co-curricular program.
- Proactively encourage students to participate in co-curricular activities.
- Act as a role model for participating students.
- Create and maintain a safe environment in which students may enjoy their



# Saint Ignatius College Geelong

## Role Statement

### Student Wellbeing Officer

- participation.
- Oversee the provision and care of relevant equipment materials and first aid requirements.
  - Where appropriate, nominate participating students for awards.
  - Consider participation in social justice activities/retreats/spiritual programs.

#### General and Professional Responsibilities

- Develop and maintain, at all times, collegial and professional relationships with colleagues.
- Be respectful of spiritual and social values of the College.
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.
- Support a performance and development culture.
- Undertake an annual professional review
- Adhere to all College Policies and Procedures
- Adhere to the College's professional dress code for staff
- Undertake other duties as required by the Principal

#### General and School Community Administrative Duties

- Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend
- Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal
- Attend staff liturgical events and staff faith days
- Use Information and Communications Technologies to enhance administration
- Follow the College's financial procedures

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

#### Other requirements

Employees must have and maintain.

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate every 12 months
- Level 2 First Aid and Anaphylaxis