

# LAUNCESTON CHRISTIAN SCHOOL

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	<b>Student Wellbeing Officer</b>
------------------------	----------------------------------

<b>APPOINTED BY:</b>	Board of Directors / Principal
<b>RESPONSIBLE TO:</b>	Head of Student Support (HOSS)
<b>AWARD/WAGE GROUP:</b>	LCS (Support Staff) Enterprise Agreement Wage level dependent on experience/qualifications
<b>HOURS OF WORK:</b>	Part-time: 4 - 5 days per week during term times <i>(salary can be annualised over the entire year)</i>

### POSITION SUMMARY

Student Wellbeing Officers are an integral part of the student support team at Launceston Christian School. They work across a broad client base in a range of environments, supporting students to be equipped to face mental, emotional, social, and relational challenges. Student Wellbeing Officers actively develop programs to engage and assist vulnerable students in classrooms, in dedicated Wellbeing spaces, outdoors, and during non-class and class times. They are focussed on providing multi-tiered supports to students with the aim of growing hopeful, resilient individuals and groups that are equipped to face life's challenges and contribute positively to their communities.

Officers are required to show initiative in planning and organising their time and activities, to be innovative in responding to community and individual challenges, and flexible and collaborative as part of a student support team. The position may also include some administrative or clerical tasks.

### KEY RESPONSIBILITIES

- Develop and implement programs and targeted activities to promote mental, emotional, social and relational wellbeing, and address challenges students face in these areas.
- Provide mental health education as part of a multi-tiered approach to student wellbeing, and work with school staff and families to support student wellbeing through education and collaboration (e.g. understanding the impact of trauma, identifying and addressing students at risk of harm).
- Work with students experiencing mental, emotional, social and relational difficulties individually, and in small groups, effectively.
- Provide case management, liaising with school staff, parents, and agencies.
- Participate visibly in school life through lunchtime duties/clubs, classroom help, school events.
- As a designated LCS Child Protection Officer, provide advice and training to staff on child protection matters and mandatory reporting.

## OTHER RESPONSIBILITIES

- Keep up to date on current mental health concerns in Australia;
- Participate in performance reviews as required;
- Bring a Christian perspective to bear in all aspects of work;
- Attend staff devotions and staff meetings as required;
- Undertaking relevant training and development as required
- Other reasonable duties as required by the Principal or HOSS
- Adhere to the LCS Staff Code of Conduct.

## WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania), all staff are responsible to promote and support the safe working environment of all members of the school community. This includes:

- Adhering to the required processes and procedures intended to manage risks while at work
- Engaging in all mandatory training as it relates to workplace health and safety
- Alerting managers or supervisors to any risks, accidents, incidents, hazards or near misses that they become aware of while at work.

## ESSENTIAL REQUIREMENTS

- Be committed and active in a personal relationship with Jesus Christ, expressed through regular worship in a Christian church community.
- Be in agreement with, and actively committed to, the Christian ethos and Core Values as expressed in the LCS Statement of Faith documents.
- Know and comply with LCS Child Protection policies and confidentiality protocols and boundaries.
- Exhibit strong interpersonal and communication skills and have the capacity to build rapport with a variety of stakeholders.
- Be able to prioritise, problem solve, demonstrate initiative, and utilise common sense.
- Understand the vision and nature of Christian education.
- Exhibit a high degree of personal self-care and resilience.
- Hold a current Working with Vulnerable People (Employment) Card
- Ability to obtain First Aid Qualification (HLTAID003) – (this can be arranged through the School)

## SELECTION CRITERIA

- A qualification in either nursing, social work, psychology, social sciences, child and family welfare, or a related discipline.
- Experience and expertise gained through previous appointments, services and/or other study related to this position.
- Demonstrated high level of communication, organisation, planning, documentation and administration skills.
- Demonstrated knowledge, skill, and experience in providing emotional support to students with mental health and wellbeing challenges.
- Ability to work independently and collaboratively as a team with a high degree of integrity and accountability.
- Demonstrated strong organisational and documentation skills.
- Ability to identify and implement preventative and responsive programs to enhance school community health and wellbeing.
- Ability and confidence to openly share the Christian faith with students when appropriate.
- Demonstrated ability to effectively build relationships with students, staff and families.
- Demonstrated ability to effectively engage students, together with excellent classroom management skills.
- Ability to handle multiple tasks and responsibilities.
- Ability and willingness to be flexible when working within a team.