



St Mary MacKillop College Swan Hill

<u>POSITION TITLE:</u>	Director of Wellbeing
<u>REPORT TO:</u>	Principal
<u>TENURE:</u>	2025 - 2025
<u>POL:</u>	4
<u>TIME ALLOWANCE:</u>	10 lessons per cycle 6 lessons allowance for counselling, if appropriate qualifications are held by the incumbent.

The Director of Wellbeing is a member of the College Leadership Team. In collaboration with the Principal and members of the Leadership Team, the Director of Wellbeing will lead the College in the development of an exemplary pastoral environment that promotes and enhances the wellbeing of the students.

Responsible For:

- Actively and publicly promote and support the College, its mission, vision and values.
- Initiate, lead and participate in whole school improvement.
- Be responsible for the vision and implementation of the student wellbeing aspects of the College strategic plan.
- Lead the community through change processes relating to student wellbeing.
- Model, inspire and facilitate a whole school approach to student wellbeing and engagement.
- Actively and collaboratively promote, maintain and enhance the Catholic Identity of the school.
- Actively and collaboratively uphold a commitment to social justice and action in the school and wider community.
- Liaise with the CEO Ballarat and other relevant agencies on matters relating to student wellbeing.
- Participate in conferences, meetings and system initiatives such as networks and briefing meetings.
- Regularly report on issues and matters relating to student wellbeing to the Leadership Team, teaching staff, students and parents.
- Attend meetings of the Leadership Team and participate in whole school decision making.
- Provide leadership in the implementation of effective and transparent approaches to student wellbeing.

- Provide effective and creative leadership in the development of authentic relationships between staff and students.
- Participate in the development and creation of innovative pastoral care programs that ensure the College is meeting the personal, social, emotional, physical, mental and spiritual needs of its students.
- Inspire and encourage the College community to have high expectations and value excellence in all aspects of student wellbeing.
- Meet regularly with the House Leaders Team to plan, develop, coordinate and implement pastoral care programs.
- Oversee welfare and behaviour management policies such as the Code of Conduct.
- Ensure documentation of relevant policies and programs.
- Consider whole school professional learning for staff that is consistent with the student wellbeing directions and needs of the school.
- Work closely with the Teaching and Learning: Learning Diversity Coordinator to ensure the needs of all students are identified and supported.
- Lead regular Wellbeing Team meetings with both a strategic and administrative emphasis.
- Oversee and manage caseloads of the College Wellbeing Team
- Work closely with the College Counsellors/Psychologists to ensure the needs of all students are identified and supported.
- Plan, organise and coordinate programs for the Year 7 and 8 Wellbeing classes.
- Ensure staff complete all requirements related to child safety.
- Advocate for students, parents and staff, that their voice is heard in relation to student wellbeing.
- Acknowledge the importance of obtaining supervision from a trained practitioner, such as a psychologist.
- Coordinate counselling services and student referrals in a confidential manner.
- Triage immediate and/or urgent student cases as required.
- Adhere to the College's response to an emergency, critical incident or trauma.
- Achieve an appropriate balance between the level of confidentiality proper to the role and the communication of sensitive information to all who need it for professional reasons.
- Ensure the Principal is informed of any matters pertaining to mandatory reporting or student welfare matters of a serious nature.
- The Director of Wellbeing fulfils the role of the Child Safety Officer.
- The Director of Wellbeing should have a demonstrated commitment to ongoing learning through post graduate studies e.g. Masters of Education (Wellbeing) or similar.

Committee/Team Membership:

- Member of the College Leadership Team
- Chair of the Wellbeing Team
- Member of the House Leaders Team
- Member of the NCCD team
- Other committees/teams as directed by the Principal

Other Duties:

To undertake other duties as designated by the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.