

# **St Mary MacKillop College Swan Hill**

## **Director of Wellbeing**





# St Mary MacKillop College Swan Hill

## **Traditional Owners**

We acknowledge and pay respect to the Wemba Wemba People as the traditional custodians of the land and waterways on which St Mary MacKillop College has been built.

We also acknowledge and pay respect to the traditional owners of the lands from which our staff and students travel from each day, the Wadi Wadi, Mathi Muthi and Baraba Baraba Peoples.

## **Principal's Message**

St Mary MacKillop College is a diverse and inclusive school providing a Catholic education to students from year 7 to 12. Our school is currently at one campus, but is at the beginning of an expansion that will see the school develop on a new site from 2027.

St Mary MacKillop College was first registered in 1988, following a journey that began in 1983, as St Mary's Primary School open its doors to Year 7 enrolments. The name MacKillop College was chosen due to the dedication of the Sisters of St Joseph of the Sacred Heart in the Parish of Swan Hill. After the Canonisation of Mary MacKillop on 17th October 2010 the school became St Mary MacKillop College.

Mary's quote "We are but travellers here" is one embraced by our community and a fine metaphor for portraying the growth that all people experience in developing their spirituality, intellect, physical and social capabilities.

Although the school is relatively young, it has an enviable reputation for providing an education which results in graduates who are well-rounded young people. Academic excellence is sought and achieved within a broad education, with multiple pathways for students to attain their goals.

The staff members at St Mary MacKillop College have a deep commitment to providing a meaningful and challenging educational experience, within a Catholic environment.

Leaders at St Mary MacKillop College value collaboration, innovation and building strong relationships. We strive to build a culture which engages the hearts and minds of every student every day.

Regards

Michelle Haeusler  
Principal







# St Mary MacKillop College Swan Hill

## **School Vision**

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

## **School Mission**

At St Mary MacKillop College we are people who affirm the dignity of every person, who act with respect and compassion, who reverence relationships, who have hearts for generosity and forgiveness.

We celebrate our Catholic identity.

We respect the unique dignity, faith and gifts of each person.

We value learning, aspiration and connectedness and we work together to create a positive future.

## **School Motto**

The College logo depicts a cross as the symbol of the catholic faith and a dove in full flight, representing energy radiating from the spirit within each person. A circle on the logo symbolises the encircling warmth of the sun in Swan Hill. The logo carries our motto: In God Our Faith is Constant written in Italian, In Dio Fede Costante.

The Sisters of St Joseph have a number of pillars that make up their Formation for Mission Framework. The seven pillars embrace the essence of living and working with a Josephine Heart. Pillar One includes valuing Intentional Inclusivity. We have chosen this as our theme for 2024, with the quote from Father Julian Tenison Woods 'Be kind to all, be gentle to all'.

The St Mary MacKillop College community is inclusive and acknowledges that we are all made in the image and likeness of God and we are created in love. People of all faiths, genders, sexualities and cultures are therefore respected equally in our community.

This school community promotes the safety, wellbeing and inclusion of all children.





## POSITION DESCRIPTION: DIRECTOR OF WELLBEING

**REPORT TO:** Principal

**TENURE:** 2026 - 2028

**POL LEVEL:** POL 4

**TIME ALLOWANCE:** 19 hours per cycle (including time for counselling)

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 DOBCEL 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 the caseloads of the College Wellbeing Team, ensuring an appropriate rotation of Wellbeing staff on both school campuses (from 2027)
- Work closely with the College Counsellors/Psychologists to ensure the needs of all students are identified and supported.
- In consultation with Wellbeing class Teachers, 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 and ensure counsellors/ Wellbeing team members are provided access to appropriate supervision.
- 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 and DOBCEL 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.
- Contribute to the Child Safety agenda at scheduled Staff meetings.

### **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:

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