



HEAD OF STUDENT WELLBEING

Title	Head of Student Wellbeing Leader (HSW)
Classification	Full-time ongoing
Position of Leadership	Level 3
Time Allowance	22 periods per 10-day cycle
Length of Appointment	2 years
Report	Deputy Principal Student Wellbeing (DPSW)
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	Wellbeing Leadership Team (WLT) Students in Focus Team (SIFT): (Co-Chair) College Operations Team (COT) Pastoral Care Program Team (Chair) Primary Links Team Sydenham Transition Team

Purpose of Position

The primary function of the Head of Student Wellbeing (HSW) is to provide whole school leadership in the formation, wellbeing and management of behaviour development of students. The HSW, as an integral part of the Wellbeing structure, will lead a team of Year Level Leaders (YLL), two at each year level. The HSW will report directly to the Deputy Principal Student Wellbeing (DPSW) as well as the Principal.

The HSW is expected to provide proactive, high-quality leadership in the implementation of the College's Vision, Mission and strategic plans. The HSW will advise and support the DPSW in all logistical management and operational matters to improve levels of wellbeing, care, motivation and performance for students.

The HSW will also have an important working relationship with the Diverse Learning Leader and their team, and the College Counselling Team. The HSW will also work closely with the Performing Arts Centre and Events Coordinator, Head of Music Performance, the House and Student Leadership Coordinator, the Sports and Camps Coordinator, the Social Justice and Service-Learning Coordinator and the Head of Faith and Mission.

Responsibilities

Strategy and Policy

1. Support the DPSW in overseeing the wellbeing of all students by fostering and facilitating student wellbeing strategies that promote the social, emotional, physical, academic and moral development of students.
2. Work closely with the DPSW to develop, implement and review College Wellbeing policies and practices.

3. Work with the DPSW to implement the Annual Action Plan for the Student Wellbeing sphere, incorporating findings from Student Improvement Framework data.
4. With the Pastoral Care teachers, YLLs and DPSW, oversee the planning and development of pastoral care programs at each year level.
5. Work with relevant Learning & Teaching Leaders and DPSW to conduct staff annual review meetings.

Student Management

1. With the DPSW, oversee and embed restorative practices and approaches to student wellbeing issues across the school.
2. Oversee the response to student behaviour management across the school and liaise with and provide mentoring, coaching, advice and support to YLLs and staff regarding the management of student wellbeing and the application of positive wellbeing practices.
3. Oversee the monitoring of standards of safety, conduct, behaviour, uniform, punctuality, attendance and appropriate use of technology.
4. Develop, implement, and monitor individual student behaviour management plans.
5. Ensure the implementation of an effective promotions policy and procedure.
6. Assist staff in dealing with inappropriate student behaviour and where necessary implement appropriate consequences.

Referral Process

1. Oversee and coordinate the College student wellbeing referral process.
2. With the DPSW, Co-Chair the Students in Focus Team (SIFT) meetings and oversee the support of students with complex wellbeing, learning and behavioural issues.
3. Where a wellbeing issue is identified, implement, monitor and evaluate support programs, psychological referrals and liaise with external agencies.
4. Communicate with homeroom teachers and subject teachers when referrals for students are received and provide feedback and a plan of action regarding students' wellbeing.

Communication

1. Work collaboratively to update student wellbeing documentation, notes and transition information on SEQTA.
2. Ensure the appropriate dissemination of information to staff, students and parents via the College newsletter, meetings, the website and SEQTA.
3. Respond to emerging wellbeing issues within the community and with the DPW, coordinate, implement and review parent forums.

Other Responsibilities

There are additional responsibilities, listed below but not limited to:

- a. acting in a supportive or supervisory capacity at all College events
- b. in collaboration with various teams across the College, overseeing the logistical support of assemblies, masses, events, activities, excursions, concerts, presentation nights, information evenings, sports carnivals, feast days and camps
- c. collaborating with YLLs to develop an assembly program for each year level
- d. taking an active role in Student Leadership and House initiatives and meetings
- e. assisting the DPSW and the Primary Links Team with the student transition program
- f. in collaboration with the DPSW and the College Registrar overseeing the enrolment process of new students, including interviewing prospective applicants.
- g. overseeing YLLs and the class allocation process using Class Solver software
- h. assisting the DPSW in overseeing the allocation of lockers
- i. assisting the DPSW in the preparation and management of the budget for wellbeing programs
- j. Other duties as assigned by the Principal and/or Deputy Principal Student Wellbeing

Child Safety

1. Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
2. 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.
3. Provide students with a child-safe environment.
4. Uphold a zero-tolerance attitude towards child abuse.
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
6. Provide a safe and accessible environment for children with a disability.
7. Implement strategies that promote a healthy and positive learning environment.

Criteria

Applicants to the position should be able to demonstrate:

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully, Act Justly*.
3. A clear vision for student wellbeing programs and practices that promote a safe and comprehensive learning environment.
4. An extensive knowledge and understanding of current educational practices, trends, issues, policies and directions.
5. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
6. Excellent leadership, organisational and administrative skills.
7. Highly developed interpersonal and communication skills.
8. An ability to work collaboratively and facilitate dynamic teamwork.
9. Proven success as an exemplary teacher.