

## Student Wellbeing Officer – Level 5 (Pastoral Care)

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### Catholic Education in the Diocese of Lismore

Catholic schools have been part of the Diocese of Lismore since the nineteenth century and play a significant role in the life of parishes, being part of the evangelising Mission of the Church. Under the pastoral leadership of the Bishop of Lismore, Catholic schools provide faith-filled, inclusive and caring environments that allow young people to grow in their faith, better understand the Mission of Jesus Christ and experience ‘fullness of life’ (John 10:10) in learning and living well.

### Position purpose

This position supports the school’s pastoral care team by undertaking a variety of tasks to ensure all students have the opportunity to be successful at school.

In addition, this position supports the underlying Mission of Catholic Education in the Diocese of Lismore by delivering services that contribute to enabling students to achieve the fullness of life.

### Organisational relationships

#### Reporting lines

This position reports to the Principal or their delegate. This position may have direct reports.

#### Interactions

This position is within the school’s pastoral care team and has daily interaction with school staff and students, and may have interaction with parents and external wellbeing agencies.

### Key responsibilities

In completing the duties of the role, all employees are expected to adhere to and support the Lismore Diocese Catholic Education Vision, Mission and Foundational Values and the achievement of the strategic priorities. Employees are required to adhere to Catholic Education policies and procedures and comply with a range of statutory requirements, including work health and safety legislation, safeguarding children and promotion of a child safe culture.

Employees are required to participate positively in the Mission of Catholic Education, planning forums, staff meetings and ceremonies as required across the Diocese.

The **Classroom and Learning Support – Level 5** works beyond the skills of a Level 4 position. This position:

- Exercises a detailed knowledge of workplace procedures and practices relevant to the position
- May monitor and coordinate some work within the Pastoral Care team and has responsibility for own work
- Assists to resolve complex pastoral care problems and challenges
- Works with the pastoral care team to plan future school priorities and needs.

## Indicative duties

The Classroom and Learning Support – Level 5 position may perform the following duties:

- Improve the wellbeing, resilience and pro-social behaviours of students by working in partnership with the wellbeing team and the school counselling service to prioritise and deliver individual, small group and whole-school evidence-based intervention, programs and strategies.
- Enhance student learning and wellbeing outcomes by identifying and establishing support networks for students with staff, the school community, and locally-based government services and community agencies.
- Support students in times of transition.
- Facilitate student referrals to external providers by establishing and maintaining referral pathways with appropriate local services.
- Support data collection processes to evaluate and feedback on school-based wellbeing programs and strategies.
- Support the implementation of the school's whole-school approach to pastoral care, student wellbeing priorities, and build positive community relationships.

This list is not exhaustive.

## Requirements

- Diploma or Certificate IV in an appropriate discipline and relevant work experience;
- An equivalent combination of relevant experience and/or training may be deemed acceptable at the Employer's discretion.
- Knowledge of WHS and equity principles in the workplace
- Respect and uphold the ethos and teachings of the Catholic Church and the values of the Employer and
- Respect for the teachings of the Catholic Church and by conduct and lifestyle, ability to give witness to the Church's mission.
- Complete the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing NSWSP services and refresh this professional learning at least once every two and a half years.

*This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned in line with the changing needs of the Employer.*