



Position Description

Position Title	Social Worker
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	<i>Catholic College Wodonga</i>
Location	<i>1 Bowman Court, Wodonga VIC 3690</i>
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Employee
Remuneration	Category B, Level 4
FTE	1.0FTE
Status	Fixed Term to 19 th April 2026
Reports to	Deputy Principal Student Engagement and Wellbeing

Our Organisation

Catholic Education Sandhurst Limited (CESL) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3,000 employees in just under 60 schools and early childhood facilities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CESL to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position, including the Deputy Director, operate within the parameters of Canon Law and the established protocols of the Catholic Church. CESL is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

CESL participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA) as the peak body for Catholic Education in Victoria, which has responsibility for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, advocacy for Catholic education and collaboration with government statutory authorities.

Our Vision

The vision for CESL is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

We are a co-educational school with around 1250 students from Year 7 to Year 12.

The school opened in 1979 when St Augustine’s Girls Secondary College expanded and moved to this location as Catholic College Wodonga. Today the school continues its affiliation with Mercy Education and was recently recognised as one of Cambridge University’s 100 Most Innovative Schools.

We’re proud to be known as a school that’s welcoming to all. We provide a balance of spiritual, academic, cultural, physical, emotional and social learning within a respectful and positive environment.

Catholic Education Sandhurst Limited (CES Ltd)

CES Ltd is situated in Central and North Eastern Victoria, home to 52 Catholic schools educating 19,750 students in large regional centres and small vibrant townships. We are committed to working in partnership with schools, students and families, providing innovation and excellence in education; inspired by the Catholic story. We feature large regional centres of Bendigo, Wodonga, Wangaratta, Shepparton and Echuca, as well as many smaller vibrant communities where making people feel welcome is a speciality.

Diversity, Inclusion and Child Safety

CES Ltd embrace diversity and social inclusion and encourage people from diverse backgrounds to apply. We are committed to ensuring the safety, wellbeing, and inclusion of all children.

Position Summary

The key role of the Social Worker is to maintain a dual focus on both assisting with and improving student wellbeing and identifying and addressing any external issues. They will apply their counselling and educational expertise to assist students, parents, families and teachers, to achieve the most beneficial outcomes for students. The Social Worker/Counsellor is a key member of the Student Services Team. The Student Services Team consists of the Learning Community Leaders, Learning Diversity Team, School Psychologist and Careers Department.

Key Responsibilities

<p>Counselling, Referrals & Programs</p>	<ul style="list-style-type: none"> • Receive referrals from students, teachers and parents/guardians, in consultation with the Student Services Team • Assess and screen for mental health difficulties in students, using Mental Health assessments where required (e.g. behavioural, mental health, complex family assessments), developing a plan for support and referring to outside supports/agencies/specialists where appropriate • Advocate for individual student’s needs, both within the learning environment and family environment • Prepare and deliver relevant information to Staff applicable to the individual student, after seeking consent from students and parents
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	<ul style="list-style-type: none"> • Ensure that students are provided with relevant information and advice on matters related to their mental health and to facilitate optimal learning • Be available to staff to engage in professional dialogue about requirements, initiatives, individual student needs that relate to their total wellbeing. • Deliver age-appropriate psychotherapeutic interventions (Cognitive Behavioural Therapy, Solution Focused Therapy) • Assist in the design, delivery and facilitation of Social Emotional Learning programs and the promotion of mental health and wellness in schools. • Liaise with the Student Services Team in relation to confidential individual student case discussions • Design, deliver and facilitate programs that provide skills and support to students (and teaching staff) with particular needs as per discussions with Student Services Team.
Management	<ul style="list-style-type: none"> • Collate information and prepare reports on each student and adhere to appropriate and accurate note/record keeping and file management, in line with privacy protocols and processes used by the Student Services Team • Adhere to evidence-based, best-practice guidelines for non-biased assessment, intervention and programming for all students • Ensure that consent from student and/or parents is given before engaging a young person in any form of assessment or intervention, and adhere to strict policy on confidentiality within the school setting • Recognise the professional responsibility to refer students and families to other professionals, in communication with the School Psychologist and Deputy Principal Student Development, for specialised assistance when and if necessary • Engage in supervision, peer review and continuing professional development, to maintain their professional membership, credentials and expertise as required. • Undertake other duties as directed by the Deputy Principal Student Engagement and Wellbeing and/or Principal
Organisational Relationships	<ul style="list-style-type: none"> • Directly responsible to the Deputy Principal Student Engagement and Wellbeing. • Expected to effectively liaise with all members of staff but especially the Wellbeing team, Psychologist, Coordinators of Diverse Learning, Learning Community Leaders, all Deputy Principals, Teachers, Learning Mentors, and the Principal.
Memberships	<ul style="list-style-type: none"> • Student Services team. • Wellbeing team.

Professionalism and Ethos/Mission of the College	<ul style="list-style-type: none"> • Punctual for all duties. • Presents self appropriately, following dress code as required. • Keeps privileged information to which he/she is privy by virtue of the employment position confidential. • Responds to own training/development needs. • Seeks feedback on own performance. • Maintains highly effective working relationships with all staff. • Co-operates with colleagues to achieve the implementation of all College policies and procedures. • Participates in meetings, as required. • Complies with policies and directives issued by the College, including Occupational Health and Safety and Code of Conduct.
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualification in Social Work, or a diploma with five years’ equivalent experience. • Current (or ability to gain) Working with Children Check
	Knowledge and Experience	<ul style="list-style-type: none"> • Be trained and proficient in delivering age-appropriate therapeutic interventions.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Commit to and uphold the Catholic Ethos of the College through their work.
	Commitment to Child Safety	<ul style="list-style-type: none"> • 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. • Assist in the provision of a child-safe environment for all students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Understanding of and commitment to Child Safe Standards.
	Skills and Attributes	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Proven ability to help young people develop self-confidence, self-reliance and resilience. • Ability to develop and maintain strong working relationships with external support agencies. • Capacity to work in a large team environment. • Assist students and families to integrate into the new school and local community. • Ability to build effective working relationships with staff at all levels.

		<ul style="list-style-type: none"> • Ability and preparedness to always deal with confidential documentation and information in the strictest confidence. • Ability to identify, analyse and solve diverse problems, by applying appropriate training and expertise. • Ability to produce reports, including assessments and recommendations for consideration by others. • Provide clinical professional services to students within the parameters of school policy and guidelines. • Actively working within and for the school community to assist in creating a culturally inclusive and supportive environment.
Desirable		<ul style="list-style-type: none"> • Experience within a school or the Catholic Education System. • Desire to contribute and support strategic intentions of the College's Student Services team.