



# Position Description

<b>Position Title</b>	<b>Chaplain/Wellbeing Officer</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	<i>Catholic College Wodonga</i>
<b>Location</b>	<i>2 Bowman Court, Wodonga VIC 3690</i>
<b>Enterprise Agreement</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Education Support Employee
<b>Remuneration</b>	Category B, Level 2
<b>FTE</b>	0.4FTE
<b>Status</b>	Fixed Term
<b>Reports to</b>	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**

Under the auspices of the National School Wellbeing Program, the Chaplain/Wellbeing Officer will play a crucial role in enhancing the overall well-being of students at Catholic College Wodonga. The primary focus of this position is to design, implement, and oversee a series of planned and targeted initiatives during break times, encouraging students from diverse backgrounds to participate in a variety of wellbeing activities.

**Key Responsibilities**

<p><b>Wellbeing Program Development</b></p>	<ul style="list-style-type: none"> <li>• Collaborate with school leadership, staff, and external resources to develop a comprehensive Wellbeing Program.</li> <li>• Design initiatives that cater to the diverse needs and interests of students, fostering a positive and inclusive atmosphere.</li> <li>• Assist staff with the issues surrounding student behaviour, learning and socialisation within the school.</li> </ul>
<p><b>Initiative Development, Implementation and Review</b></p>	<ul style="list-style-type: none"> <li>• Identify, implement and monitor interventions, both internal and external</li> <li>• Support/facilitate/teach preventative social and resiliency programs/classes and up-skilling of teaching staff as appropriate.</li> <li>• Facilitate and coordinate wellbeing activities during the day and across break times, ensuring a broad range of students are engaged.</li> <li>• Create a schedule of planned initiatives, promoting a healthy and balanced approach to well-being.</li> </ul>

	<ul style="list-style-type: none"> <li>• Regularly assess the effectiveness of wellbeing initiatives.</li> <li>• Collect feedback from students and staff to inform ongoing program improvements.</li> </ul>
<b>Student Engagement</b>	<ul style="list-style-type: none"> <li>• Actively encourage and invite students to participate in wellbeing activities.</li> <li>• Foster a sense of inclusivity and belonging, ensuring all students feel welcome and supported.</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Work closely with teaching staff, pastoral care teams, and external partners to integrate wellbeing initiatives into the broader school culture.</li> <li>• Liaise with teaching staff and support staff to equip and encourage them to provide the highest quality pastoral care throughout the College.</li> <li>• Collaborate with community organisations to enhance the range of available wellbeing resources.</li> <li>• Liaise with parents/carers if appropriate or required.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Other duties as assigned by the Principal or Deputy Principal Student Engagement</li> </ul>

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

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications in chaplaincy, wellbeing, or a related field. Applicants are required to hold (or be working towards) one of the following qualifications:             <ul style="list-style-type: none"> <li>• Certificate IV in Chaplaincy and Pastoral Care CHC42315</li> <li>• Certificate IV in Community Services CHC42015</li> <li>• Certificate IV in Mental Health CHC43315</li> <li>• Certificate IV in Youth Justice CHC40513</li> <li>• Certificate IV in Youth Work CHC40413</li> </ul> </li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills.</li> <li>• Ability to organise and facilitate engaging activities for students.</li> <li>• Sensitivity and empathy in dealing with the diverse needs of students.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Commit to and uphold the Catholic Ethos of the College through their work.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in the provision of a child-safe environment for all students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Understanding of and commitment to Child Safe Standards.</li> </ul>

	<b>Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Ability to build effective working relationships with students and staff at all levels.</li><li>• Ability and preparedness to always deal with confidential documentation and information in the strictest confidence.</li><li>• Experience within a school or the Catholic Education System</li></ul>
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