



St Mary's Primary School
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Role Description Pastoral Care Officer

Purpose

The Pastoral Care Officer supports the wellbeing and spiritual growth of all members of the St Mary's School community. This role fosters a caring and inclusive environment where students feel safe, valued and connected, consistent with the mission and values of St Mary's as a Catholic primary school.

Key Responsibilities

- Promote the wellbeing of students through support programs, mentoring and relationship building.
- Provide emotional and social support to students individually and in small groups, assisting them to develop resilience, empathy and a sense of belonging.
- Work collaboratively with the principal, teachers and Learning Diversity Leader to identify and support students with additional pastoral needs.
- Contribute to the faith life of the school by supporting liturgies, prayer and outreach activities.
- Liaise with families and external support agencies, where appropriate, to promote positive student outcomes.
- Help create a welcoming school culture through initiatives that strengthen community connection and inclusion.
- Maintain confidentiality and uphold professional boundaries at all times.
- Record and report student wellbeing concerns in line with school policy and Child Safe standards.

Skills and Attributes

- Strong interpersonal and communication skills with children, staff and families.
- Compassion, empathy and respect for the dignity of each person.
- An understanding of wellbeing frameworks and the pastoral needs of children in a Catholic primary school context.
- Initiative, flexibility and the ability to work both independently and collaboratively.
- A commitment to the Catholic ethos and the values of St Mary's School.

Qualifications and Requirements

- Qualification or experience in Pastoral Care, Youth Work, Counselling, Social Work, Education, or a related field.
- Current Working with Children Check and compliance with Child Safe Standards.

Reporting

The Pastoral Care Officer reports directly to the Principal and works as part of the school's wellbeing and support team.