



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Student Welfare Officer

Salary Range	\$34.00 per hour
Reports To	Peter Hughes (Principal) / Karen Garrity (Co-ordinator)
Location	Mother Teresa School – Harrison, ACT
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	As soon as possible
Hours Per Fortnight	22

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The role of the Student Welfare Officer at Mother Teresa School (MTS) will be to help co-ordinate the student well-being programs already running at MTS. The successful applicant will also be a key member of our School Wide Positive Behaviour Team as well as playing a pivotal role in the organisation of Mental Health Week every year.
Position Duties	<p>The role will involve working with students, staff and parents. The successful applicant will be working within the Diverse Learning Team and will work closely with members of this team as well as our school counsellor and the school's Defence Service Mentor.</p> <p>Student Welfare Officers support students by providing:</p> <ul style="list-style-type: none"> • Pastoral care services; <ul style="list-style-type: none"> ○ Referral Services • Strategies that support the wellbeing of the broader school community
Skills, Attributes and Experience	<p>The successful applicant will demonstrate:</p> <ul style="list-style-type: none"> • A sound understanding of and commitment to the Church's mission in Catholic education and the capacity to contribute to the spiritual and community life of the school. • Excellent management and organisational skills that create supportive and safe environments, including managing challenging student behaviours and meeting a variety of social and emotional needs.

	<ul style="list-style-type: none"> • An excellent understanding of and ability to implement student support programs, including the provision of referral services as required. • A willingness to respond creatively to the needs of both schools in the area of the social and emotional wellbeing of their students. • A willingness to contribute towards the wider school community, in order to build and strengthen school's relationship with parents, parish and community. • An awareness of initiatives and developments in research pertaining to social and emotional learning, and trauma related behaviours in children.
Qualifications	<ul style="list-style-type: none"> • The minimum qualification is a Certificate IV in Youth Work or Certificate IV in Pastoral Care (or equivalent). • A person who holds a higher level qualification, such as a diploma or bachelor degree. • Chaplains are required to complete a three-hour (during work hours) online professional learning package (PLP) aimed at responding to and preventing cyberbullying. • Must hold a relevant Working with Children registration.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au