

POSITION DESCRIPTION

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

Student Welfare Officer

Position Number	001347
Classification	Employment is governed by the Fair Work Act 2009
Reports To	Principal – Luke Donnelly
Location	Campbell – St Thomas More’s Primary School

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	<p>The Student Welfare Officer supports the wellbeing of school students through the provision of pastoral care services. They implement strategies to support the wellbeing of the broader school community.</p> <p>Student Welfare Officers are required to complete a three-hour (during work hours) online professional learning package (PLP) aimed at responding to and preventing cyberbullying.</p>
Position Duties	<p>Support the wellbeing of students by:</p> <ul style="list-style-type: none"> • Provide pastoral care services. • Implement strategies that support the wellbeing of the broader school community. • Accompany students on excursions. • Coordinate and participate in volunteer activities with students in the community. • Develop, facilitate, or participate in parent/carer workshops and meetings.
Essential Criteria	<ol style="list-style-type: none"> 1. 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. 2. Understanding of and ability to implement student support programs. 3. Capacity to respond creatively to the needs of the school in the social and emotional wellbeing of students. 4. Ability to contribute towards the wider school community, to build and strengthen school’s relationship with parents, parish, and community.

	5. 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"> • Working with Vulnerable People (WWVP) and Working with Children’s Check (WWCC) registrations. • Completed Certificate IV Youth Work; or • Completed Certificate IV Pastoral Care; or • Diploma or Bachelor in relevant field.

Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> • Working with Vulnerable People Check (WwVP) • Teaching Quality Institute (TQI) 	<ul style="list-style-type: none"> • Working with Children Check (WwCC) • NSW Education Standards Authority (NESA)

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here.](#)