



POSITION DESCRIPTION

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

Student Welfare Officer

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| Salary Range | \$34.00 per hour |
| Reports To | Principal |
| Location | Mt Carmel Primary School – Yass NSW |
| Employment Type | Part-Time |
| Employment Status | Temporary |
| Employment Term | Commencing in Term 2 to 17 December 2021 |
| Hours Per Fortnight | 40 |

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.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose The Student Welfare Officer provides a service that is intrinsically a part of the core business of the School on this continuum of Pastoral Care. In this context the role contributes to the mission of CECG by the provision of a Pastoral Care support services to school communities in order to promote and foster the wellbeing and welfare, successful school engagement and development of all students, and to work collaboratively with other staff and parents in achieving this.

The role operates under the National School Chaplaincy Program. The purpose of the National School Chaplaincy Program is to support the wellbeing of Australian school students through the provision of pastoral care services and strategies to support the wellbeing of the broader school community.

The nature of activities may include volunteering activities, breakfast clubs, excursions, lunchtime activities, parent/carer workshops, small group support programs and referral services to the School Counsellor or external support agencies and services.

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| Position Duties | <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. • 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