

POSITION TITLE:	School Officer – First Nations Wellbeing *Identifies as Aboriginal and/or Torres Strait Islander*
REPORTS TO:	Deputy Principal – Pastoral Care, St Monica’s College and Director of Boarding, St Augustine’s College
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland School Officer – Level 5</i>
AUTHORISATION:	Executive Director

Catholic Education Diocese Of Cairns

Catholic Education Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Diocese of Cairns is committed to this vision through co-leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a ‘flexi-school’ with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Diocese of Cairns is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in co-leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour’s journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland’s Sunshine and Gold Coasts.

Purpose Of The Role

The School Officer – First Nations Wellbeing is tasked with developing and promoting physical, mental, emotional, social, and spiritual wellbeing in St Monica’s College First Nations Students. The School Officer – First Nations Wellbeing promotes positive outcomes in these domains for students with additional needs through the delivery of resources, programs, and one-on-one and group learning to First Nations students at St Monica’s College and at St Augustine’s College (girls boarding).

Essential Duties and Responsibilities

Contributes to and promotes the development, alignment, attainment and review of the mission and strategic goals for Cairns Catholic Education Services:

- Contributes to the vision and the mission of Catholic Education Diocese of Cairns, in the school and boarding setting
- Promotes the ethos and charism of the school and boarding community

Works closely with others to promote student wellbeing, emotional resilience, positive relationships and a sense of community:

- In conjunction with the Pastoral Care Team, St Monica’s College Leadership Team and the St Augustine’s Director of Boarding, develop, prepare, implement and supervise wellbeing programs and relevant materials with selected students
- Collaborate with the Deputy Principal – Pastoral Care, Director of Boarding and other specialist support staff actively working to enhance physical, mental, emotional, social, and spiritual wellbeing outcomes for First Nations boarding students delivering small group and/or one-on-one learning for students in need
- Empower students to use their gifts and talents in service of others through social justice action activities and initiatives
- Develop and maintain proactive evidence and research-based strategies and programs to support student wellbeing
- Promote and support student wellbeing, either individually or in groups, in conjunction with or delegated by the Deputy Principal – Pastoral Care and Director of Boarding
- Build student wellbeing and resilience through activities such as peer leadership programs, clubs and appropriate individual support for students in need
- Act as a role model for students and assists in the development of positive relationships among the students
- Respond appropriately and effectively to the immediate needs of teaching staff, boarding staff and students to aid in creating and maintaining supportive and safe learning environments
- Build a sense of community through participating in and supporting school activities where appropriate to their role focus
- Maintain appropriate behaviour when engaging with children

Provides students, their families and staff with appropriate support in difficult situations, such as during times of grief or when students are facing personal or emotional challenges:

- Provides appropriate resources for students, parents and staff in times of need
- Provides appropriate and confidential feedback about the welfare of students to Guidance Counsellors and/or Senior Leadership via case management meetings or at other appropriate times
- Promotes positive partnerships within and beyond the school community

Genuine Occupational Requirements

- For female candidates only – St Monica’s College claims exemption under the Queensland Anti-Discrimination Act, Section 25 (Genuine Occupational Requirement)
- Must identify as Aboriginal and/or Torres Strait Islander - St Monica’s College claims exemption under the Queensland Anti-Discrimination Act, Section 25 (Genuine Occupational Requirement)
- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively



- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment

Mandatory Qualifications And Requirements

- Qualification equivalent to Associate Diploma/Diploma or relevant experience including competency in Mental Health and making appropriate referrals AND either Providing Pastoral Care OR Working with Youth
- A current Working with Children Blue Card or be eligible to apply
- Current driver’s licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all times

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months’ probation, in accordance with The Fair Work Act 2009
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues

Employee Acceptance

The employee’s signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:



Signature:

Date:

