



# Position Description

<b>Position Title</b>	<b>Wellbeing Worker</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Doxa School Bendigo
<b>Location</b>	<i>Bendigo</i>
<b>Remuneration</b>	\$87,615 pro rata (excluding superannuation)
<b>FTE</b>	1.0
<b>Status</b>	Category C- Education Support 4:1 1 x Ongoing position
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

Doxa School Bendigo is a Catholic Secondary Flexible Learning Setting aiming to engage vulnerable and disconnected young people into an education that is tailored to meet their specific needs.

Doxa School Bendigo is a Child Safe community that is committed to providing an environment that is true to our school wide expectations: being Safe, Kind and Curious.

Doxa School provides excellent learning opportunities by building quality relationships with the school and wider community. A student- centered approach is theoretically underpinned by the schools' key pillars of practice: Catholic Identity, Choice Theory, Trauma Sensitive Practice and Social Emotional learning.

## Position Summary

Wellbeing support is a critical component of the work of Doxa School Bendigo. Guided by our practice-focussed pillars, Wellbeing Team members aim to positively influence students' emotional awareness and regulation, confidence as a learner, and whole-person growth. These are achieved by Wellbeing Team members being able to perform the key responsibilities.

## Key Responsibilities

<b>Child Safe</b>	<ul style="list-style-type: none"><li>● Be familiar with and comply with the school's Child Safe policy and Code of Conduct, and any other policies or procedures relating to child safety.</li><li>● Assist in the provision of a child-safe environment for students.</li><li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li></ul>
<b>Pastoral Support</b>	<ul style="list-style-type: none"><li>● Leading the pastoral and wellbeing care of students.</li><li>● Responding to the individual wellbeing needs of students through crisis-response or planned interventions using 1:1, group, family-based, referral-based, or other suitable strategies.</li><li>● Coordinating referrals for students to other support services (in conjunction with students, program staff, leadership staff, families and other professionals).</li><li>● Assisting students to access other services through practices such as warm handovers, attending appointments, transport, etc.</li><li>● Communicating to other staff (within privacy guidelines) issues impacting student wellbeing.</li><li>● Support student needs during transition including orientation/induction and 'next step' pathway.</li></ul>

	<ul style="list-style-type: none"> <li>● Supporting students to find a ‘voice’ to communicate in the areas they wish to be heard in.</li> <li>● Supporting students to provide feedback regarding their experiences of Doxa School.</li> <li>● Maintaining positive relationships with students’ previous/existing/future support structures.</li> <li>● Advocacy for the needs and best interests of students.</li> <li>● Monitoring student engagement and provide support to improve attendance (such as ‘outreach’) where necessary.</li> <li>● Maintaining communication with families and/or members of an extended care team.</li> </ul>
<p><b>Coordination and/or completion of assessment</b></p>	<ul style="list-style-type: none"> <li>● Using relevant information relating to students as part of the school application process (including directly from students and other professionals/adults as appropriate).</li> <li>● Administering suitable assessment tools as part of developing a student profile.</li> <li>● Re-assessing regularly the individual wellbeing support needs of students.</li> <li>● Assisting in identifying suitable formal assessments for students.</li> <li>● Coordinating (in conjunction with team and leadership staff) requests for formal assessments.</li> <li>● Assisting teaching staff to assess the individual progression of students using the Whole-Person Individual Learning Plan (WPILP) assessment tool.</li> </ul>
<p><b>Engagement in Team/ Program operations</b></p>	<ul style="list-style-type: none"> <li>● Group work planning, delivery and evaluation.</li> <li>● Participating in aspects of planning, support, debriefing, delivery and monitoring/support for Personal Development (Social &amp; Emotional Learning Sessions).</li> <li>● Supervising students in appropriate aspects of the program (such as during breaks, etc.).</li> <li>● Participate in the enhancement of program delivery through review and evaluation.</li> <li>● Assisting/undertaking planning and facilitation of activities (such as excursions, camps, etc.).</li> </ul>

<p><b>School Wide operations</b></p>	<ul style="list-style-type: none"> <li>● Building and modelling healthy relationships with students, staff and families/care teams across the Doxa community.</li> <li>● Support students regarding the expectations held by the school of ‘Safe, Kind &amp; Curious’.</li> <li>● Contributing to the creation of positive work practices, and a safe and respectful work environment (as per school policies and procedures).</li> <li>● Building positive professional relationships with other staff that are supportive and empowering.</li> <li>● Actively participating in staff-wide events (such as Staff Meetings, briefings, etc.).</li> <li>● Taking a suitable role in the case of major incidents.</li> <li>● Contributing to and/or participating in celebrations that recognise school achievements.</li> <li>● Actively participate in reviews/reflections regarding the activities of the school.</li> <li>● Promoting positive health outcomes through professional conversations, presentations and school wide programs.</li> </ul>
<p><b>Practice Approaches</b></p>	<p>Doxa School expects all staff to engage in practice approaches that reflect the Doxa School ‘pillars of practice’. This means:</p> <ul style="list-style-type: none"> <li>○ Utilising the principles of <u>Choice Theory</u></li> <li>○ Being <u>Trauma-Sensitive</u> in what we do</li> <li>○ Supporting <u>Social &amp; Emotional Literacy (SEL)</u></li> <li>○ Drawing on our <u>Catholic Identity</u></li> <li>○ Maintaining a <u>Student-Centered Approach</u></li> </ul>
<p><b>Professional responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Actively participating in professional supervision as per the school ‘Supervision Policy’.</li> <li>● Allocating suitable and reasonable time periods for reflection, processing and self-care.</li> <li>● Participating in regular and appropriate professional development, and sharing learning with other Doxa School staff.</li> <li>● Developing and maintaining professional connection with a range of relevant agencies/networks.</li> </ul>

	<ul style="list-style-type: none"> <li>● Participating in community events that support Doxa School students (where practicable).</li> <li>● Reporting any concerns related to student safety in line with CES Ltd ‘Child Safe Policies’.</li> <li>● Participating in Annual Review Meetings.</li> <li>● Other duties as referenced for levels 1 to 4 employment (appendix 5) of CEMEA 2022.</li> </ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### **Compliance with CES Ltd Policies and Procedures**

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### **Compliance with Occupational Health and Safety**

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd.’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

**Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

**Key Selection Criteria**

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification (i.e., social work, youth work or similar).</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Pastoral Wellbeing experience, including responding to individual wellbeing needs of young people through planned interventions or crisis response.</li> <li>• Demonstrated ability to assist/ undertake planning and facilitation of activities such as SEL classes, excursions and electives.</li> <li>• Demonstrated ability to administer suitable assessment tools as a part of developing a young person’s profile.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> </ul>

	<p><b>Skills and Attributes</b></p>	<ul style="list-style-type: none"> <li>● Demonstrated ability to complete accurate case notes, meeting minutes, support letters, referrals and other documentation as required.</li> <li>● Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</li> <li>● Demonstrated high level interpersonal skills to communicate at all levels of the School including external stakeholders.</li> </ul>
	<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>● Knowledge of Doxa School Bendigo’s ‘Pillars of Practice’, Choice Theory, Trauma Sensitive, Social Emotional Learning, Catholic Identity and a Student-Centred approach.</li> </ul>