

Student Wellbeing Coordinator (Years 7 to 12)

POSITION:	Student Wellbeing Coordinator (Years 7 to 12)
COMMENCEMENT DATE:	January 2022
NATURE OF EMPLOYMENT:	Ongoing full-time or part-time roles available
NORMAL HOURS OF WORK:	22.5 to 37.5 hours per week/41 weeks per year (days to be negotiated)
SALARY CLASSIFICATION:	Educational Services (Schools) General Staff Award 2010 (Award) Level 5
SUPERANNUATION:	SGL Employer contribution
LINE MANAGER:	Principal
CLOSING DATE:	Wednesday 27 th October 2021

COLLEGE OVERVIEW

Emmaus Christian College is an independent, non-denominational Christian school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Emmaus Christian College.

KEY PURPOSE

The role will focus on the needs of Middle and Senior (Years 7 to 12) students in the College community. The Student Wellbeing Coordinator will provide counselling support to the relevant student body across both campuses and provide associated services to the wider school community (e.g. parents and staff) in relation to student issues. This role is an extension to the pastoral care of teachers, referral to community agencies when appropriate, and act as a resource person in the areas of spiritual, social, emotional and mental well-being.

KEY RESPONSIBILITIES AND OUTCOMES

Supporting Student & Family Welfare

- Providing guidance to students on issues concerning their interpersonal relationships, mental health and wellbeing
- Being responsible for the counselling of students with issues that may include anxiety, depression, trauma, family issues, friendships/relationships, self-harm, anger, abuse, sexuality, identity and suicide
- Facilitating wellbeing-related preventative measures in collaboration with teachers (e.g. protective practices, sexual education, mental awareness)
- Assisting the Wellbeing Team, Pastoral Care/Home Group teachers, behavioral support staff, Head of School and Principal in the provision of student welfare services
- Providing support in cases of bereavement, family breakdown or other crisis and loss situations

- Offering support to families with cases of high absences, late arrivals or school refusal
- Facilitating access to the helping agencies in the community, both church-based and secular
- Being readily available as a point of contact and provide monitoring of support for individual students where this is necessary
- Being a key member of the Crisis Intervention Team in the College
- Facilitating and attending parent meetings as an extension of the role where appropriate (e.g. helping with parent information seminars, meeting with parents regarding their child's wellbeing, Coffee Connect, being a support person for teachers in parent meetings if requested)
- Facilitating student community groups as an extension of the role (e.g. Girls Connect) and having a presence in relevant community events (assembly, some excursions/camps, annual events etc.)

Supporting Staff

- Networking and building relationships with other members of the Emmaus Wellbeing Team, particularly the counsellors in the Middle/Senior team and the Junior Wellbeing Coordinator
- Supporting staff in their relationships with students
- Supporting staff in planning and delivering SEL curriculum and wellbeing resources where relevant
- Being available to staff, but referring to the Employee Assistance Program engaged by the College to provide on-going confidential support to staff members and their direct family
- Be part of the Student Welfare teams that coordinate and respond to student welfare matters across all year levels
- Meeting regularly with Head of Schools to discuss any matters that may affect the wellbeing of students or staff in the Middle or Senior School
- Working closely with the Middle and Senior Pastoral Teams

General Matters

- Be willing to travel between campuses to offer support to staff and students on a 'needs' basis
- Facilitate appropriate communication with students, staff and parents while observing confidentiality
- Consult with other staff members when applicable
- Maintain appropriate documentation and student records
- Provide written reports/submissions relating to the role as required
- Attend professional development and training required by the College and actively seek opportunities to increase knowledge, experience and skills held
- Maintain parental awareness of the role by contributing articles for the School newsletter, the School magazine or in any other publication as needed
- Join the AISSA or Christian Schools Australia Student Support Workers Group
- Comply with the Code of Ethics established by the Counsellor Support Group and College Principal and endorsed by the College Board of Governors
- Fulfil the expectations of a Mandated Notifier
- Participate in any other related activities as directed by the Line Manager

TERMS AND CONDITIONS OF APPOINTMENT

- The Principal in consultation with College Leadership will appoint the Student Wellbeing Coordinator
- The Student Wellbeing Coordinator will be directly responsible to the Principal for all school related activities and adhere to school policies
- The role is subject to National School Chaplaincy Program guidelines

ACCESS TO THE STUDENT WELLBEING COORDINATOR BY STUDENTS

- The Student Wellbeing Coordinator is expected to be accessible at set times and places as negotiated with the Principal
- The College will make the necessary arrangements to facilitate student access and communication with the Student Wellbeing Coordinator
- The College will facilitate access to supervision at a frequency which is to be negotiated with the Principal

RELATIONSHIP WITH MEMBERS OF THE SCHOOL COMMUNITY

The Student Wellbeing Coordinator

- is a member of the school staff and is expected to participate in all staff meetings and school activities
- where appointments are requested by students or recommended by staff or parents, the appropriate school-approved process will be followed in order to ensure student accountability
- will meet regularly with the College Counsellor Support Group to facilitate transition into the role and for pastoral support

COLLEGE EXPECTATIONS

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically based Christian education
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal
- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Support the policies and expectations of the College

SELECTION CRITERIA

Applicants should address each selection criterion individually and cite evidence to support their application (avoid presenting a list of facts only).

Essential Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord
- Demonstrated experience in Christian counselling with children (preferably in a Middle/Senior school setting)
- Evidence of high level interpersonal skills and experience in working with staff, parents and students
- Demonstrated ability in problem solving, flexibility, priority setting and time management
- An appropriate qualification in Counselling

SUBMITTING YOUR APPLICATION

Applicants should provide:

- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A written application that addresses the selection criteria (see note under this section)
- A completed Emmaus Christian College “Application for Non-Teaching Position Form” (This form can be downloaded from our website www.emmauscc.sa.edu.au)
- A pastor’s reference which gives evidence of participation in a Christian fellowship and commitment to the Christian ethos of the College
- Applications can be emailed to hheadland@emmauscc.sa.edu.au or posted to:

Mrs Heather Headland
PA to Principal
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email hheadland@emmauscc.sa.edu.au.