



Role Description

Title: School Officer: Student Wellbeing Officer

Reports to: Principal or Delegate

Classification: School Officer Level 5

1.0 Purpose

The School Officer: Student Wellbeing Officer provides social, emotional, and spiritual support to students within the specific needs of the school. The role assists in meeting the needs of students, families, and staff in ways that enhance the wellbeing and development of the school community. The School Officer: Student Wellbeing Officer works closely with those in key roles of pastoral care and learning support, teachers, and the College Leadership Team.

The Student Wellbeing Officer works under the direction of the school leadership team and school specialist staff to support student wellbeing and is to refer students to the counselling service provided by the school. Under the direction of school leadership and specialist staff, the Student Wellbeing Officer may contribute to targeted interventions being more specific and tailored to address the individual needs of students who require additional support.

This position relates to Student Wellbeing Officers engaged under the Queensland Government's Student Wellbeing Officer Program (SWOP), the Australian Government's National Student Wellbeing Program (NSWP) or employed directly by the school. Depending on funding, there may be specific employment and reporting obligations (Refer to [Student Safety and Wellbeing \(QCEC\)](#)).

2.0 Experience and qualifications

Essential

- hold (or work towards obtaining) a Certificate IV in Mental Health or an equivalent qualification; including two units of competency in making appropriate referrals, mental health, working with young people
- completion of the professional learning package, 'Responding To and Preventing Cyberbullying' delivered by the Office of the eSafety Commissioner within three months of commencing and every two years thereafter.
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- an understanding of the National Principals for Child Safe Organisations (NPCSO) and National policies and strategies led by the National Office for Child Safety, including the Commonwealth Child Safe Framework (Refer to <https://childsafety.pmc.gov.au>).
- previous experience working as a Youth Worker or in a similar role deemed by the employer as relevant to successfully carry out the duties of the position
- effective communication and relationship building skills with young people
- ability to work collaboratively, but also be capable of operating autonomously daily
- demonstrated experience working with the Microsoft Office suite of products
- a current Class C driver licence
- empathy with the values and ethos of the Catholic faith

Desirable

- experience working in the education sector

3.0 Key result areas

- 3.1 In collaboration with the Principal, school leadership team and School Counsellor, engage with and provide support to students who may be experiencing personal challenges or mental health issues.
- 3.2 Engage students in a range of activities that support their physical, social, emotional and educational outcomes by providing sessions that address key issues and obstacles.
- 3.3 Collaborate and communicate effectively with the families and guardians of students, to arrive at the best possible outcomes for students' wellbeing.
- 3.4 Contribute to, and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).
- 3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

School Officer: Student Wellbeing Officer (Level 5)

3.1 In collaboration with the Principal, school leadership team and School Counsellor, engage with and provide support to students who may be experiencing personal challenges or mental health issues.

- Engage with young people, understand their problems, and support them in their areas of challenge, taking into account their backgrounds and circumstances.
- Maintain accurate, up-to-date records at all times.
- Communicate with staff, where appropriate, any concerns that impact upon the learning environment.
- The role reports directly to the school's leadership team and indirectly to the Principal.

3.2 Engage students in a range of activities that support their physical, social, emotional and educational outcomes by providing sessions that address key issues and obstacles.

- Encourage and assist with engaging students in learning; helping young people to connect with people and communities who will have a positive and healthy impact on their lives.
- Facilitate students' involvement in cultural and personal development programs.
- Liaise with community agencies to provide access to community support and programs outside of the college, for students.

3.3 Collaborate and communicate effectively with others, to arrive at the best possible outcomes for students' wellbeing.

- Organise and participate in meetings with stakeholders and parents/guardians.
- Liaise with community agencies for access to programs and support.
- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice.
- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service.
- Establish and maintain effective communication networks and work collaboratively with stakeholders.

3.4 Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).

- Contribute as a member of the college to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan.
- Provide information and assistance in line with the college's policies, procedures and guidelines.
- Attend professional development as appropriate.

3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

- Complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line managers or their nominated delegates.