



St Leonard's College

An education for life.

Teaching Staff

Position Description

Position Title:	Head of Wellbeing
Prepared:	February 2024
Reports To:	Deputy Principal
Prepared by:	Director of Human Resources

Position Purpose

The Head of Wellbeing is a challenging and rewarding position that promotes wellbeing across the College. In collaboration with the Heads of Year, the Head of Wellbeing provides oversight, direction, and support for wellbeing programs across all schools, including curricular and co-curricular, scheduled and ad-hoc. The role also facilitates wellbeing education and information for parents and staff.

The Head of Wellbeing will foster a College-wide understanding of current youth issues, building the capacity of staff to nurture the wellbeing of young people across all College settings.

Position Status

This is a permanent full-time position. While the teaching component of this role is permanent, the Head of Wellbeing position is a tenured position for up to three years, as per the contract of employment.

The position attracts several monetary responsibility points and an appropriate teaching load. These are set out in the individual contract.

Due to the nature of the role, some out of hours attendance will be required, including possible evenings and other obligations from time-to-time.

Duties and Responsibilities:

Student wellbeing:

- Actively contribute to the strategic development of excellent student wellbeing programs and services throughout the College
- Lead the Wellbeing Directorate, meeting twice each term, to review and develop wellbeing processes, strategies, and goals across the College
- Promote the College WISE Wellbeing Framework (Wise Hearts, Inspired Futures, Strong Minds and Engaged Beings)
- Maintain a scope and sequence of wellbeing programs at the College, advise on content and implement new initiatives in accordance with best practice in collaboration with the Head and Deputy Head of Junior School, Heads and Deputy Heads of Years 5-12 and the Head of Health Sport and Exercise Sciences.
- Contribute to the consideration of assessment and reporting through the lens of student wellbeing
- Maintain and develop the STL Link Student Wellbeing site
- Use data to inform the tracking of student wellbeing
- Work closely with Heads of School and Heads of Year, College Chaplain, and counselling team in relation to current and emerging issues impacting student wellbeing

Wellbeing of parents and families:

- Strengthen the capacity of mentors and teachers to build effective relationships with parents and families
- Develop and implement the parent seminar program with input from the Principal, Deputy Principal, Wellbeing Directorate, Heads of School, Counsellors, and the Community House team
- Maintain and develop the STL Link Parent Resources Centre

Staff training and professional learning:

- Work with pastoral teams to develop the capacity of mentors in supporting student wellbeing and in implementing the Personal Development Program (PDP)
- Contribute to the professional learning of College staff on student wellbeing
- Contribute to College Learning Forums to deliver the integration of wellbeing and learning priorities
- Conduct the introduction to Restorative Practices with new staff

Other responsibilities

- Write Newsletter and Network articles focused on wellbeing topics relevant to the College community
- Assist with reviewing the suite of student duty of care policies
- Lead the implementation of bullying and other surveys in consultation with the Wellbeing Directorate and/or the counselling team
- Develop whole school anti-bullying initiatives
- Manage a budget

Any other tasks as deemed appropriate.

Skills and Attributes

- Strong presentation and communication skills are an essential requirement as is the ability to connect to children, parents and teachers.
- Proven management skills with experience of and ability to, lead, motivate and empower staff
- Collaborative team member
- Experience in an educational setting
- Experience working with children, adolescents, adults and families
- Capacity to connect with students
- Relevant tertiary qualifications in wellbeing, while not essential, is highly regarded
- Excellent communication skills including presentation and writing skills
- Strong planning and organizational abilities
- Flexible, responsive, and creative with an innovative mindset
- Capacity to engage and develop positive relationships with a range of staff

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act

- has a strong commitment to Health, Safety and Wellbeing
- will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.