

Position Description

Position Title	Wellbeing Coordinator
Department	Education
Reports To	Assistant Principal - Education

Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent, and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be ‘real-life’ and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included, and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people, while also upholding principles of child safety, equity, inclusion, and cultural safety. Staff undergo induction training to understand and fulfill their obligations in these areas.

Position Overview

The Wellbeing Coordinator is responsible for the implementation of a student wellbeing support program across the College, as part of the Student Connect Wellbeing team.

The primary purpose of this role is to support young people to remain engaged with learning by providing direct wellbeing and counselling support and assisting them to access community-based services in a timely manner. This will occur via, face to face meetings, telephone, video call, email or SMS where presenting needs will be assessed, and plans for required support will be arranged as appropriate.

It will also include:

- Working with students to determine specific supports required to assist with their learning.
- Ensuring there is knowledge of health and community-based service providers for student referrals in all program locations, and assisting with making referrals where appropriate
- Liaising with relevant Regional Managers to support teachers in identifying students who are at risk of disengagement due to their health and wellbeing issues or concern.
- Sourcing student health and wellbeing programs from local, state or national service providers.
- Providing professional development, advice, and assistance to staff on health and wellbeing topics relevant to students within SEDA College.

Key Responsibilities

Accountabilities	Overview
<p>Student Support</p>	<ul style="list-style-type: none"> • Provide individual student counselling and targeted group supports as needed. • Work in collaboration with teachers, Regional Managers, Curriculum Manager, Education Support Manager and Pathways Advisors to meet individual student health and wellbeing needs. • Provide support for teachers and Regional Managers when dealing with challenging student wellbeing issues. • Work with parents and/or guardians to achieve the best possible outcome for

Accountabilities	Overview
	<p>students and their families.</p> <ul style="list-style-type: none"> • Identify and implement relevant staff development opportunities. • Provide professional development to staff to assist in supporting students with wellbeing needs in the classroom. • Liaise with the Education Support Manager and Regional Managers in the development of student individual learning plans.
External Agencies and Services	<ul style="list-style-type: none"> • Work in partnership with a range of service providers to ensure students access timely, age-appropriate services in their local community. • Ensure timely follow up for students who have been referred to an external service or agency. • Manage and document all communications with external agencies and services.
Communication and Reporting	<ul style="list-style-type: none"> • Ensure all student contact is appropriately documented and information is stored securely, adhering to confidential record keeping and filing practices in line with legal and professional requirements. • Establish, implement and review standard practice processes for intake, assessment and follow up procedures. • Provide regular updates to teachers, Regional Managers and Principal class with regard to individual students and their progress in in the College and accessing external services. • Ensure all NCCD requirements are being met by working closely with Education Support Manager. • Keep records indicating patterns of student use of service and referral concerns, and develop preventative programs accordingly.
Wellbeing Support	<ul style="list-style-type: none"> • Work with teachers, Regional Managers and the Education Support Manager to identify student needs and source preventative programs. • Provide consultation on support needs relevant to NCCD funding levels and categories.
Professional Supervision	<ul style="list-style-type: none"> • Participate in regular professional supervision. • Access relevant professional development.
Leadership/Team Work	<ul style="list-style-type: none"> • This role does not directly supervise staff but will require working collaboratively with all program delivery and support staff.

Accountabilities	Overview
	<ul style="list-style-type: none"> • Work as an effective team member, sharing responsibilities, working collaboratively with others and providing assistance to meet goals and objectives. • Develop and maintain positive working relationships with SEDA College staff at all levels. • Actively share best practice. • Establish and build effective relationships with students, their parents, and external service providers.
Facilitate Continuous Improvement	<ul style="list-style-type: none"> • Monitor and evaluate the impact on student wellbeing and identify improvement opportunities. • Focus on results and desired outcomes and how best to achieve them.
Child Safe and Mandatory Reporting	<ul style="list-style-type: none"> • Monitor and evaluate processes and identify improvement opportunities. • Follow the College policy on Child safe and Mandatory reporting. • Adhere to the expectations described in the staff code of conduct. • Play a key role in facilitating the mandatory reporting process.
Policies and Procedures	<ul style="list-style-type: none"> • Follow all relevant College policies. Adhere to the expectations described in the staff code of conduct.
Associated Duties	<ul style="list-style-type: none"> • Attend and participate in relevant department meetings, planning workshops and professional development. • Undertake other duties which are appropriate to the level of the position, as directed by the SEDA College Management. • Activities as per annual Performance Development and Review plan. • Act in accordance with SEDA College's values and policies and procedures. • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety. • Maintain a valid Working with Children check.

Key Relationships	
Internal	External
<ul style="list-style-type: none"> • Assistant Principal • Executive Team • Student Connect Team • Education Team 	<ul style="list-style-type: none"> • Support agencies (i.e. Headspace) • Young people and parents accessing the program • Stakeholders associated with the program

Key Relationships	
Internal	External
<ul style="list-style-type: none"> • Regional Managers • Teachers 	

Key Selection Criteria
<p>Skills and Experience</p> <ul style="list-style-type: none"> • Experience in an educational setting supporting children and/or adolescents. • Experience in providing evidence-based interventions for individuals and groups, with an emphasis on academic, social and emotional challenges. • Ability to develop student wellbeing plans to be utilised by classroom teachers. • Ability to organise and run appropriate professional development for staff to support student wellbeing. • Well-developed verbal and interpersonal skills, with demonstrated capacity to build rapport and communicate with students, staff and external agencies in an effective and timely manner. • Demonstrated capacity to support staff to manage student wellbeing and engagement issues in the presence of mental health difficulties and wellbeing issues. • Ability to work within a multidisciplinary team to achieve objectives. • Well-developed written communication skills, including an ability to provide written reports as required, and general correspondence. • Ability to use problem solving skills to identify problems and establish an appropriate solution. • Ability to adopt a strategic approach with a focus on continuous improvement within SEDA College and expansion to other areas. • High level technical, organisational and planning skills with an ability to prioritise and manage workload, meet deadlines, and adapt to changing circumstances. • Ability to appropriately and securely document student wellbeing records and adhere to confidential record keeping and filing practices in line with legal and professional requirements. <p>Desired Formal Qualifications</p> <ul style="list-style-type: none"> • Bachelor or higher qualification in Social Work • Bachelor or higher qualification in Occupational Therapy • Diploma or higher qualification in Youth Work • Diploma or higher qualification in Counselling • Other qualifications relevant to young people’s mental health and wellbeing • Ability to provide a Working with Children Check and undertake a Police Check <p>A six month probation period applies to full and part time positions of more than 6 months.</p>

The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....