



Position Description

Position Title	Pastoral Wellbeing Worker
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Holary Rosary Primary School
Location	<i>Heathcote</i>
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2022
Classification	(Classification from VCEMEA)
Remuneration	(Classification from VCEMEA)
FTE	.2 (One day per week)
Status	Ongoing
Reports to	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 Northeast 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 Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer 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

Holy Rosary School is a co-educational Catholic primary school of 82 students from Foundation to Year 6, founded by the Presentation Sisters in 1926. Holy Rosary School is situated in the central part of Victoria close to Bendigo and an hour from Melbourne. Our Catholic faith is central to all we do and we celebrate that we are *“a Catholic learning community where all are valued and welcomed with respect, educated with love and inspired to be our best”*.

As a community we strive to grow together by:

- Developing a safe and happy learning environment where every person is accepted and valued.
- Nurturing and developing the whole person - spiritually, socially, emotionally and academically.
- Recognising the successful growth of each individual.
- Celebrating the joy of discovery and the excitement and achievement of learning.
- Being a place where parents, staff, parish and local community work together to provide quality learning experiences.
- Promoting and demonstrating fundamental values of honesty, respect and service in the light of Jesus’ teaching and the spirit of the Presentation Sisters.

At Holy Rosary School we endeavour to educate students to be people who:

- are generous in service, gracious givers and grateful recipients
- are happy and believe in themselves
- are resilient, effective problem solvers and enquirers
- are literate, numerate and technologically competent
- are enthusiastic life-long learners
- are safe and respectful of self, others and the environment
- develop social competencies and life skills
- are advocates for justice and peace
- are open to spirituality
- are community minded

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A Pastoral Wellbeing Worker works across the school to implement a whole school approach to mental health for students, staff and families based on broad knowledge of the needs of the school community.

This includes building the capacity of school staff, particular classroom teachers, to identify and support students with mental health concerns in the classroom.

In supporting the school to create clear referral pathways internal and externally for students identified as requiring further assessment and intervention.

Coordinating mental health and wellbeing support for students by working with school wellbeing and leadership teams, teachers, parents/carers, CES Ltd and external agencies.

Key Responsibilities

<p>Support Work</p>	<ul style="list-style-type: none"> • Deliver broad and specific mental health and wellbeing support to students and their families as required. • Utilise evidence-based, best practice approaches including trauma-informed strategies to inform work with students and families/caregivers.
<p>Coordination and Organisation</p>	<ul style="list-style-type: none"> • Coordinate and deliver innovative, specialized programs for students presenting with long term school disengagement to assist them in reaching full engagement. • Assist with planning and conducting activities such as Wellbeing Days and deliver presentations related to wellbeing for students. • Organise and provide educational presentations to staff and parents on matters of students wellbeing. • Attendance at school camps and other off-site activities to support the safe and effective engagement of students as directed.
<p>Team Work and Collaboration</p>	<ul style="list-style-type: none"> • Contribute as a member of school’s Wellbeing Team • Offer guidance to staff around how students’ mental health issues impact their school engagement and how to manage these issues at school. • Share knowledge around mental health and wellbeing sector. • Advise staff, where appropriate, on specific student needs. • Ensure effective communication to school leadership of critical information around student safety and wellbeing. • Respond as part of a team to critical incidents and emergencies. • Maintain positive relationships with other staff and wider community. • Work with and enhance the role of Community Engagement Officer.
<p>Record Keeping and Referrals</p>	<ul style="list-style-type: none"> • Maintain electronic records of work with students and contact with families/caregivers and external service providers through use of school information management systems ensuring that the legal obligations of the school are met. • Ensure confidentiality and careful maintenance and security of information relevant to the role.

	<ul style="list-style-type: none"> • Liaise externally with service providers involved with students and ensure coordinated approaches are taken towards students' wellbeing including referral of students and their families/caregivers to external services when required.
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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.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

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

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualifications in Youth Work, Health Services, Social Work, psychology or related discipline. • Membership or eligibility for membership of relevant professional body. • Current Full Victorian Drivers' License. • Current Working With Children Check. • National Police Record Check.
	Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience in providing support services for children and family members. • Experience working with children/young people with challenging behaviour, mental health issues, and social and emotional challenges. • Ability to articulate relevant evidence-based approaches to working with children/young people with mental health issues, in particular, knowledge of trauma-informed principles and practice as they relate to an educational setting. • Demonstrated experience in and knowledge of working with external agencies such as DFFH and community mental health services
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Ability and willingness to support the School's Catholic ethos.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children. • A demonstrated understanding of child safe standards and Mandatory Reporting requirements.
	Skills and Attributes	<ul style="list-style-type: none"> • Demonstrated capacity to work autonomously and as part of a team.

		<ul style="list-style-type: none"> • Highly developed verbal and written communication skills including electronic record keeping. • Ability to cope with emotionally demanding situations. • Ability to deliver preventative and proactive programs for students such as transition programs, social skills, mental health and wellbeing.
Desirable		<ul style="list-style-type: none"> • Experience in a school setting