



All Hallows' School

Duty Statement

Head of Wellbeing

Role Description

The Head of Wellbeing is the leader of a team, providing inspiration, encouragement and assistance to the members of that team, and providing support to the Leadership Team of the School. The Head of Wellbeing is a successful teacher and avid learner who also exemplifies the ability to guide, direct and influence people in achieving the collective objectives of the School. The Head of Wellbeing will be committed to self-development; developing, engaging and inspiring others; thinking clearly; making considered, reflective decisions; and delivering outcomes. The Head of Wellbeing is also part of a collaborative team led by the Principal and will contribute actively to the strategic and operational activities of this Team. The Head of Wellbeing will have a broad vision that extends beyond pastoral and curriculum boundaries and will display the qualities of leadership, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality.

The Head of Wellbeing is responsible for the development, implementation, measurement and promotion of the Schools' Wellbeing strategy for staff and students and for the organisation and teaching of the Life Skills program.

The Head of Wellbeing is also expected to show leadership in:

Spiritual Life of the School

- Ensuring the Mercy ethos that underpins All Hallows' School permeates all aspects of the Schools well-being programs and activities;
- Witnessing to the Catholic values of the School;
- Demonstrating faith as an integral part of the mission of the School;
- Encouraging students to be involved in active service to others in the School and in the wider community.

Wellbeing

The Head of Wellbeing is responsible for leading the development of All Hallows' School's model of Wellbeing throughout the School (Years 5-12) and for all School staff, and will:

- Develop, promote, and design an implementation strategy for a sustainable model of student and staff Wellbeing that is specific to the mission, vision and values of All Hallows' School, and its students and staff;
- Lead the design, co-ordination, direction, delivery and measurement of Wellbeing education for staff and students;
- Work in close association with the School Leadership Team and Middle Leaders in the development and implementation of a holistic Wellbeing program;
- Manage and balance the expectations of the School within the framework of staff and resource limitations;

- Define and implement School policies, procedures, and best practice in accordance with School expectations; and
- Be a strong advocate for Wellbeing within the broader community;
- The Head of Wellbeing is expected to develop a significant voice within the Positive Education movement within Australia, and maintain School membership of relevant Associations.

Staff professional practice

- Keep abreast of the latest research and developments in relevant areas of psychology, including (but not limited to) educational psychology, positive psychology and performance psychology, that inform educational practice;
- Providing for the professional learning of staff in line with this research;
- Leading the design and teaching of the Life Skills program.

Administration

- Supporting and monitoring the implementation of all School policies and procedures;
- Actively participating in decision-making regarding School policies and procedures and strategic directions.

Duties

The duties of the Head of Wellbeing include those of a classroom teacher and the following:

Leadership

- Leadership in maintaining and developing School ethos, philosophy, values and standards among students, parents and staff and particularly within the Wellbeing program;
- Foster a positive morale and a sense of teamwork amongst all staff within the School;
- Identify and advocate for strategies and practices in all facets of School leadership and management to improve and promote student and staff Wellbeing within the School;
- Create a vision for Wellbeing that encompasses faith, academic, social and emotional, and physical Wellbeing for staff and students and develop an implementation plan to implement and lead this vision;
- Lead the development and coaching of staff in the School's Model of Wellbeing;
- Advocate, promote and communicate the benefits of an agreed Wellbeing model within the School and broader community;
- Promote and encourage the professional development of all staff and the ongoing development of the School as a professional learning community in consultation with the Head of Teacher Learning and Professional Practice and the Human Resources Manager;
- Form and develop a relationship with a tertiary institution or commercial survey provider for the purpose of developing research based and formally measured intervention strategies in response to determined needs.
- Be an active participant in Strategic Leadership Team Meetings and ensure that wellbeing is strategically developed within all areas of School life.

Wellbeing Education

Develop, promote, and implement a sustainable model of Wellbeing that is specific to the needs, ethos and essential character of All Hallows' School:

- Keep abreast of the latest research and developments in all relevant areas of psychology that provide and inform educational practice and Wellbeing education;
- Lead the integration of an agreed model of Wellbeing at the individual, classroom, whole school and organisational level using a research based framework;
- Develop an understanding and promote awareness of student and staff Wellbeing in the construct of positive education for all;
- Lead, develop and manage a scope and sequence of the Life Skills Program and Wellbeing curriculum within a developmental and evidence based framework;

- Lead the design, co-ordination and delivery of life skills and Wellbeing education modules for both staff and students;
- Infuse implicit promotion of Wellbeing concepts and processes through teacher practice (in conjunction with middle and senior leaders members and Strategic Teams);
- Work in close association with the School Leadership Team and Middle Leaders in the advancement of Wellbeing across faith, pastoral, curriculum and co-curricular areas of the school for staff and students;
- Identify opportunities to promote health and Wellbeing initiatives within the school community and develop these initiatives;
- Coordinate Wellbeing data collection and measurement to identify patterns and implement strategies.

Staff Wellbeing

Develop a research based staff Wellbeing program and associated practices that are responsive to staff needs:

- Develop and lead relevant committees relating to positive education, health and Wellbeing;
- Promote the School's Employee Assistance program to staff;
- Aid and support the Wellbeing of staff as requested by the Principal;
- Develop and promote opportunities to celebrate staff achievement and systems of acknowledgement.

Administration and Compliance

- Embed a model for Wellbeing organisationally through governance, leadership, policies, recruitment and other organisation practices, in conjunction with School Leadership Team and Middle Leaders;
- Comply with all School policies and procedures as outlined in the School Handbook;
- Prepare and be accountable for an annual budget.

General

- Ensuring a current, thorough knowledge of Student Protection legislation and School policies and procedures pertaining to student protection and Wellbeing and consistently implementing such legislation, policies and procedures;
- Being actively involved in collaborative evidence-based research to enhance student learning outcomes;
- Demonstrating interest, and active involvement, in the total life of the School, in curricular and co-curricular activities, such as, parent information nights, subject selection meetings, orientation and induction activities, parent educational evenings;
- Attending regular designated meetings with Senior or Middle Leaders;
- Undertaking any other duties that emerge or are directed by the Principal that pertain to the role.

Reporting Relationship

The Head of Wellbeing is responsible to the Director of Mission in all matters pertaining to the position and reports regularly to the Principal.