



## Position Description – Wellbeing Coordinator

### OUR MISSION

To serve our community through high quality education in a caring Christ centred environment; empowering our students to shape a better world.

It is our vision, at St James Lutheran College to be a leading model on innovative Christian education excellence.

### POSITION PURPOSE AND SCOPE

The Secondary School Wellbeing Coordinator leads the Pastoral Care teams in the Secondary School and reports to the Head of Secondary School. In this function, the Wellbeing Coordinator is a member of the Senior Leadership Pastoral Care team, and is responsible for pastoral care staff support, pastoral care and behaviour development, and monitoring the Social-Emotional wellbeing in the Secondary School.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Principal, is a consultant to the Executive Team and is a member of the Wellbeing team. This position works closely with the Chaplain and St James Lutheran congregational Pastor.

### POSITION DESCRIPTION

1. To actively support the mission and values of the College in developing and mentoring our students to reach their potential as young people
2. To instil in our young students the value of discipline and commitment and the importance of setting and working towards achieving goals
3. To create an environment where each student feels valued and supported
4. To facilitate and maintain constructive channels of communication with students, staff, parents and the St James community
5. Leadership of the pastoral care program
6. Maintaining the highest standards of student behaviour and presentation
7. Lead the team of pastoral care classroom teachers in the Secondary School
8. Team leadership within the Secondary School
9. Manage the transition of students between the year levels and new students to the College
10. Work with RP Mediators, staff and the College Executive to manage and support relationship and discipline issues
11. To be a positive role model for students and staff of the college

### SPECIFIC FUNCTIONS AND RESPONSIBILITIES

- To be involved in the organisation and running of Secondary School activities, events, camps, and associated meetings
- Where necessary conduct meetings and devotions, delivering recommendations to College Executive
- Review and report to College Executive the outcomes of Secondary School Pastoral Care programs
- To lead and implement the development of Social-Emotional programs being delivered in the Secondary School
- To ensure that students meet college expectations in relation to attendance, uniform and behaviour.
- To develop and oversee the selection process and mentoring of students in Leadership positions
- To act as a Middle Manager (Level 3) when behavioural issues arise in the Secondary School
- To work with PC teachers to ensure quality pastoral care is delivered, including devotions as well as overseeing the scope and sequence of the pastoral care programs in PLQ lessons
- To meet with the Head of Secondary School and other Senior Leaders on a regular basis



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- Support the Head of Secondary School and Year 12 PLQ teachers in their Graduation Week
- Manage and maintain effective communication of pastoral issues and needs with students, families and staff, particularly in management and tracking of anecdotal and behavioural records on TASS
- To complete other such matters relating to Secondary School activities as determined by the Principal
- To support staff, students and families in behaviour development
- Promote College community wellbeing
- Chair College Wellbeing Team

### QUALIFICATIONS

- Teacher Registration in Queensland
- Graduate and/or Post-Graduate qualifications relevant to the position

### SALARY AND CONDITIONS

This is a full-time permanent position with a teaching load. The applicant must be prepared to work flexible hours, which involves at times, extended hours, evening meetings and some weekend work. Salary will be as per the Queensland Lutheran Schools Single Enterprise Agreement 2016.

### INSTRUCTIONS

Please

- Submit a CV which includes relevant qualifications and employment experiences
- Include a written application that addresses how your skills and experience will fulfill this role and address the key selection criteria
- Provide the names and contact of 3 referees (one must include your current or immediate past employer)
- Email to Mr. Luke Schoff, Principal - [jobs@stjameslc.qld.edu.au](mailto:jobs@stjameslc.qld.edu.au)

Applications close 9am Monday, 2<sup>nd</sup> September 2019

### WORKPLACE HEALTH AND SAFETY

Effective implementation of the School's Workplace Health and Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

### EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
  - a. that they are disclosing that information to the School;
  - b. the reason they are disclosing that information;
  - c. that they can access that information if they wish;
  - d. that the School does not disclose the information to third parties; and
  - e. that the School may store the information for eight (8) weeks.