

Position Description	
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Position Title	Wellbeing Officer
Department	College Wellbeing
Reports To	Wellbeing Coordinator

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

The SEDA College Board has entered into a contract with the SEDA Group that allows the College to deliver the SEDA model and its curriculum, while providing access to leading Western Australian industry partnerships.

The Board chose the SEDA model as the foundation for SEDA College as a result of the model's success in engaging, educating and empowering young people since 2007.

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 Colleges' 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. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

SEDA College Wellbeing Officer

Specifics

The Wellbeing Officer is responsible addressing and assessing low-level wellbeing issues in the classroom as well as supporting in the development and the delivery of wellbeing programs across the program.

Position Overview

The primary purpose of this role is to support young people to remain engaged with learning. This may be during in class discussions or through other contact via telephone, face to face meetings, email or SMS where presenting needs will be addressed and/or directed on to the Wellbeing Coordinator.

Your role also includes:

- Identifying and addressing concerns facing youth, from both a female and male perspective within an education/sport arena to support.
- Up to date knowledge on trends in the areas of mental health, relationships (both parents and dating), drugs and alcohol, trauma as well as discrimination and bullying to be able to support individual concerns, facilitate small groups as well as developing and presenting on preventative programs in these areas.
- Maintaining up to date reports on student concerns and supports provided.
- Supporting students with future pathway advice including work placement selection.

- Communicating in a timely way with students, teachers, as well as parents/guardians on student concerns.
- Collaborating with Teachers, Student Wellbeing Coordinator, and Program Coordinators on relevant health and wellbeing issues or concerns within classrooms.
- Sourcing student health and wellbeing resources from local, state or national service providers.
- Updating MySEDA Wellbeing page system with up-to-date and engaging wellbeing topics and strategies for students to use.

Expectations

THE PROGRAM	
Key Accountabilities	Overview
Resource/Network Development	<ul style="list-style-type: none"> • Familiarise and build networks with community, government, and local government youth mental health agencies. • Manage and document all communications with external agencies and services. • Ensure all student issues are appropriately documented and information is stored securely.
Classroom/Student support	<ul style="list-style-type: none"> • Provide support for students when dealing with wellbeing issues directed by the Student Wellbeing Coordinator. • Assist students in connecting with their peers and classroom environment
Communication	<ul style="list-style-type: none"> • Review standard of practice processes for connecting, following up referring student procedures. • Maintain and upkeep of records and files. • Regularly provide information to all students about relevant, youth friendly resources available and share electronically on MySEDA Wellbeing Page.
Student Wellbeing Programs	<ul style="list-style-type: none"> • Work with Student Wellbeing Coordinator to identify student needs, assist in the direction, research, development and facilitation of preventative programs.

THE PROGRAM	
Key Accountabilities	Overview
Professional Supervision	<ul style="list-style-type: none"> Participate in regular professional supervision from Wellbeing Coordinator.
Team Work	<ul style="list-style-type: none"> Establish and build effective relationships with students, their parents, teachers, program coordinators and student facing staff.
Contribute to Continuous Improvement	<ul style="list-style-type: none"> Contribute to identifying improvement opportunities including innovative ideas.
Child safe	<ul style="list-style-type: none"> Ensure student safety is at the forefront of your work. Review/follow Child Safe and Mandatory Reporting protocols. Review potential signs of abuse as well as grooming behaviours. Adhere to the expectations described in the staff code of conduct. Possess a valid Working with Children Check.
PERFORMANCE MEASUREMENT	
Key Accountabilities	Specifics
Ongoing review of student needs	Maintain updated records of student wellbeing needs to develop preventative programs accordingly.
Mentoring Programs	Develop implement Child Safe/mentoring/social skills programs for students, including around pathways and WPL opportunities.
One – to - One	Providing low level wellbeing support to students in need.
SUPPORT	
Key Accountabilities	Overview
Professional Development	Access relevant professional development and Professional supervision.
Associated Duties	<ul style="list-style-type: none"> Attend and participate in relevant department meetings, planning workshops and professional development.

THE PROGRAM	
Key Accountabilities	Overview
	<ul style="list-style-type: none"> • Undertake other duties which are appropriate to the level of the position, as directed by Student Wellbeing Coordinator. • Act in accordance with SEDA College 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. • Follow and make others accountable of the Child Safety standards. • Other duties as directed by management which are appropriate to the level of the position and in accordance with incumbent's skills and competence.

Key Selection Criteria
<p>Experience or Demonstrated</p> <ul style="list-style-type: none"> • Previous experience being part of a youth focused service. • Experience working with young people in an education, sport, or community setting. • Well-developed verbal and interpersonal skills, with demonstrated capacity to build rapport and communicate with students an effective and timely manner. • Demonstrated capacity to support students with mental health and wellbeing issues. • Remain calm in challenging situations to request support. • Ability to be a team player, who always help's others. • 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. • Provide ideas for continuous/innovative improvement within SEDA College and expansion to other areas. • Understand the importance of confidentiality of student issues, and the importance of communicating with supervisor of concerning events.

Key Selection Criteria

- Understand the importance of being seen helping one student might impact responses from others and finding ways to reduce this by being supportive to all in the classroom.
- Understanding general counselling strategies to support youth.

Qualifications

- Cert IV or Bachelor of Youth Work and/or Counselling.
- Current and Valid working with children check.
- Current and Valid police check.

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 .../...../.....