



ST MARY'S COLLEGE BROOME

POSITION DESCRIPTION & DUTY STATEMENT

POSITION TITLE:	Director of Wellbeing K-12
EMPLOYMENT TYPE:	Full Time; FTE = 1.0
REPORTS TO:	Principal
CLASSIFICATION:	Social Worker or Psychologist as per The Roman Catholic Archbishop of Perth Non – Teaching Staff Enterprise Bargaining Agreement 2014 Salary Range; Agreed Rate \$115k-\$125k (based on qualifications and experience)
DATE LAST REVIEWED:	November 2022
ACCREDITATION LEVEL:	Accreditation to Work in Catholic Education (Schools)
APPROVED BY:	Principal, St Mary's College

OUR MISSION

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

Our Vision

St Mary's College is recognised as a model of reconciliation in the way we live and promote social justice and all Christian values and support all our students to strive for excellence.

OUR SCHOOL

St Mary's College is a Catholic coeducational Kindergarten – Year 12 College with a rich history of educating students from across the Kimberley region for over 100 years. A number of current students, families and staff members have a long association with St Mary's College, spanning numerous generations.

St Mary's College offers innovative programs to engage our young people in their learning and meet their individual needs in a stimulating, nonjudgmental learning environment delivered by our enthusiastic staff.

St Mary's College values of Courage, Love, Empathy, Acceptance and Resilience are at the core of everything we do. St Mary's College has a strong focus on wellbeing. This is delivered through our skills-based curriculum and processes designed to realise positive outcomes in learning and social and emotional functioning of all of our students.

St Mary's College offers an excellent educational environment to the culturally diverse society of Broome and the Kimberley. St Mary's College offers a comprehensive learning program for all of our children starting with our Aboriginal Playgroup and then Kindergarten right through to our Year 12 ATAR and pathway options.



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OUR CORE VALUES

- Courage:** Upholding the Faith and all Christian values and being true to ourselves.
- Love:** Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.
- Empathy:** Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.
- Acceptance:** Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.
- Resilience:** Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

OUR MOTTO - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.



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THE ROLE:

As an integral member of our College Leadership structure, the Director of Wellbeing has an integral role in leading and enhancing all aspects of student wellbeing across the College. They are responsible for delivering the College's wellbeing strategy and model of care, ensuring that the wellbeing components of the school's strategic plan are met. The Director of Wellbeing supports the Principal and College Leadership Team in the day-to-day running of the school, providing expert advice and consultancy around student and staff wellbeing issues.

The Director of Wellbeing leads the development and implementation of evidence based, best practice and innovative wellbeing programs across the College and wider school community, whilst building the capacity of College staff to nurture and develop the wellbeing of our young people. The Director of Wellbeing promotes our strategic vision which guides the College in being a place where each student feels safe, valued, and connected and enabling each student to flourish.

The Director of Wellbeing provides leadership, direction, and case management support for our students from K - 12, within a Multi-Tiered System of Support model. The Director of Wellbeing leads the development and implementation of evidence based innovative wellbeing programs and fosters College wide understanding of current youth issues, in the context of our trauma integrated, culturally competent, Positive Behaviour Support (PBS) setting.

CORE DUTIES AND RESPONSIBILITIES:

KEY RESPONSIBILITIES

- Oversee the development, implementation, and delivery of St Mary's College wellbeing strategy.
- Contribute to the creation of a positive school ethos, aligning with the teachings of the Catholic Church and values of St Mary's College.
- Be an active member of the Campus Leadership Teams and Positive Behaviour MTSS teams to drive continuous improvement.
- Ensure the school is providing an integrated and evidence-based, positive approach to supporting the wellbeing of our students.
- Provide oversight, guidance, and supervision to the School's Wellbeing Team.
- Leading strong, evidence based wellbeing education programs and wellbeing events.
- Support the development and implementation of student transition programs.
- Support the development of strategic partnerships with organisations and agencies that support the school's wellbeing strategy.
- Liaise and consult with parents, staff and students concerning student wellbeing and pastoral needs.
- Oversee the implementation of the Staff Wellbeing Plan.
- Develop and implement a support network for parents, supporting the community of the College.
- Supporting staff to provide trauma integrated classrooms and practices.



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PROFESSIONAL LEARNING AND TEAM LEADERSHIP

- Provide leadership, mentoring and coaching to support staff development to promote a high performing Wellbeing Team including assessment, intervention, case management, risk management and mitigation.
- Work collaboratively with teaching and support staff to embed evidence based practices that actively support student wellbeing across the College.
- Work closely with colleagues in the Wellbeing Team to develop and implement an effective evidence based approach to student wellbeing that is consistently applied across K-12.
- Promote, support and deliver relevant professional learning opportunities for the wellbeing for all College staff.
- Submit professional/educational information related to wellbeing for dissemination through staff and wider school community.
- Present at staff professional learning events, parent/information evenings and student assemblies as required.
- Develop any relevant documentation including handbooks.
- Monitor the wellbeing resources and make suggested improvements to the College Leadership Team.
- Provision of supervision and coordination to Wellbeing Team including College counsellors, youth workers and external service providers who provide services across the College campus.
- Provide leadership and clinical supervision to other staff in the wellbeing team, including social workers, allied staff and practicum students.
- Lead operational debriefs with staff after critical incidents.
- Any other duties as required.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated commitment to the objectives and Ethos of Catholic Education.
2. Demonstrated experience in an educational setting with Trauma Sensitive Multi-Tiered Systems of Support.
3. Excellent communication skills including oral, written and interpersonal skills, with the ability to establish and maintain effective and collaborative working relationships with staff and students.
4. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.
5. Demonstrated research, conceptual and analytical skills, including the ability to identify problems and provide solutions.
6. Demonstrated flexible, creative, and innovative growth mindset.
7. Demonstrated skills and experience in working with individual or small groups of students experiencing difficulties across the early years, primary and secondary school learning environments.
8. Ability to lead a wellbeing team demonstrating high standards of clinical rigor in assessment, intervention, case management and risk assessment and mitigation.



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9. Demonstrated knowledge of mental health, trauma informed practices, multi tiered systems of support and current wellbeing methodologies.
10. Demonstrated capacity to manage budgets and grant applications.

ESSENTIAL QUALIFICATIONS

- Degree level qualification in social work, psychology or related field.
- Current Working with Children Check.
- Nationally coordinated Criminal History Check.
- COVID-19 Vaccination requirements
- Current WA drivers' licence

Desirable

- Post graduate qualification in mental health or student wellbeing
- Qualification and/or experience in education or related field
- Knowledge/experience in trauma-informed practices or completed BSEM training
- Gatekeeper Training and experience in risk assessment and risk management planning.
- Mental Health First Aid Certificate
- Current Senior First Aid

Child Safe Framework: St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

Code of Conduct: All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

Occupational Safety & Health: It is every employees responsibility to:

- Promote a safe and healthy working environment that complies with OSH requirements.
- Take a shared responsibility to ensure the safety and well-being of self and others.
- Utilise all protective equipment provided and as instructed.
- Work in a safe manner while exercising due care and caution.