



WERRIBEE SECONDARY COLLEGE

Wyndham's International High School

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Education Support Position – Student Wellbeing Coordinator, Level 1, Range 3 Ongoing Position

Vacancy No: 1149639

Time Fraction 1.0

Start Date: 18/3/2019

Closing Date for Applications: 4/3/2019

School Profile

Werribee Secondary College is the most established secondary school in Wyndham. It was established in 1956 as a coeducational high school and has a current enrolment of 1550 students (representing 57 nationalities and 64 languages).

Werribee Secondary College's Vision/Mission is to be a leader in international education in the Victorian State education system.

The College is a highly regarded School in the Wyndham Education District. It has formal and unique accreditation as:

An International School under the auspices of the Council of International Schools (CIS) based in the Netherlands

An International Baccalaureate (IB) Diploma School – the first Victorian government school to deliver the world recognised IB Diploma.

Werribee Secondary College delivers the Victorian Curriculum K-10, VCE, VCAL and IB. A high achievement program is also offered.

The College has incorporated both traditional and contemporary Teaching and Learning pedagogy – BYODD Program, Student Voice, Pastoral Leadership, House systems and tutor Groups are examples of the diversity of programs designed to engage the students.

Werribee Secondary College also attracts many International Full Fee Paying students. The College provides a vibrant and successful program for these students; many enrol in the major universities in Victoria after Year 12.

Selection Criteria

1. Substantial experience in the delivery of student and youth services in a relevant setting and preferably experience in working in a school or similar educational setting in the area of student wellbeing.
2. Capacity to assess, conceptualise and analyse student wellbeing issues impacting on student social emotional wellbeing and educational engagement.
3. Capacity to develop and implement programs/interventions that foster resilience in young people and address their physical, social and emotional needs.
4. Highly developed communication, networking, teamwork and interpersonal skills including the ability to liaise effectively with a wide range of people within the school community and beyond.
5. Ability to provide and receive feedback that informs and influences the work of staff involved in the engagement, health and wellbeing of students.
6. Highly developed counselling skills and substantial knowledge of psychological intervention techniques and strategies.
7. Demonstrated ability to design, deliver or broker professional development for staff in the area of student wellbeing.
8. Excellent organisational skills demonstrating an ability to manage multiple projects and the day-to-day functions in a complex and dynamic school setting and to establish priorities while consistently maintaining an outcome-oriented direction.
9. A commitment to continuous improvement and the achievement of school goals in the area of student wellbeing and engagement.

Role

Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field. It seeks to gain cooperation of other staff members or members of the school community to achieve specific objectives such as school administration operations or educational programs.

An ES Student Wellbeing Coordinator position supports the educational services being provided to students in the Teaching and Learning program.

Responsibilities

1 Key Tasks (including but not limited to):

- Provide professional student support services for students to maximise their engagement in the Teaching and Learning program through psychological and counselling services.
- Establish and maintain links with Student Support Services, school networks and other support agencies with a view to optimising and coordinating case management and service provision.
- Ensure that efficient and effective service systems are implemented including accountability to the school, review of practice.
- Provide professional support and education for the school community on challenging behaviours such as experiences of trauma, ASD, depression and anxiety, learning disabilities, disorders, special needs.

- Refer students and families to external agencies and providers for advice, information and specialised services.
- Work with Student managers and classroom teachers to facilitate conflict management.
- Demonstrate highly developed counselling skills, using a range of approaches such as CB, and extensive experience counselling young people who may be self-, parent- or teacher-referred.
- Demonstrate outstanding communication, negotiation and interpersonal skills and proven experience in the promotion of cooperative working relationships within a team environment.
- Maintain accurate, objective records in accordance with ethical principles and the relevant legislation regarding record keeping, privacy and freedom of information.
- Develop and support the implementation of a variety of plans that have the student's needs at the centre eg Behaviour Management plan, Safety Plan.
- Work collaboratively with staff around specific needs of students and take on an advocacy role as needed re resources, services.
- Contribute to the development and delivery of a whole-school approach to wellbeing and engagement programs

2. Professional Skills

- Demonstrated knowledge, skills and experience in the provision of service delivery at the levels of prevention, early intervention and intervention.
- The proven ability to apply multiple levels of analysis in order to make appropriate assessments and ensure suitable interventions.
- Have highly developed professional practice skills in communication and interpersonal skills, reflective and critical thinking, data collection and management and negotiation.
- Display ethical behaviour and responsibility including respecting confidentiality and upholding values of respect and communication.

3. Accountabilities

- Demonstrate the ability to address student needs, organisational goals and expectations of the Student Wellbeing Coordinator in the most appropriate manner incorporating professional knowledge, skills and expertise.
- Maintain thorough and extensive case notes to create transparency and accountability while following the school's communication processes.
- Attend all school, key contact and team meetings.
- Respect the terms and conditions of the ES classification.
- Provide authoritative professional advice to the principal and school community in relation to issues involving student wellbeing including helping to build student resilience and positive mental health.
- Respond effectively to critical incidents through the implementation of D.E.T. and school policies and procedures.
- Provide support mechanisms to students in economic difficulty in partnership with government and voluntary agencies.
- Undertake professional development and/or professional supervision with a qualified practitioner.

Who May Apply

A four year degree qualification in a related field such as social work, psychology or youth work is desirable.

A successful applicant will have proven practice skills and experience in working with young people in an educational setting.

EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Other Information

Application Instructions

- Applicants may structure applications in the manner they choose, but should ensure that the following are addressed and included:
- a response to all of the key selection criteria and position details (limit of 5 pages).
- a cover sheet providing the name of the applicant, home address and telephone number, telephone number where you can be contacted, the position you are applying for and the vacancy number of the position
- a CV with a summary of experience and qualifications
- the names and contact details of three referees in relation to the key selection criteria

Please ensure that your application has a header or footer on each page with your name

Applicants may apply with an emailed copy of their application to **werribee.sc@edumail.vic.gov.au**. Please **also submit** an application through Online Registration at **www.education.vic.gov.au/schooljobs**. Further information about the College is available on our Website (**www.werribeesc.vic.edu.au**) including the "College's Strategic Plan".

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first six months of Education Support employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at www.education.vic.gov/hrweb/Pages/default.aspx