

Position Description	Student Wellbeing Officer
Location	St Brendan's Catholic Primary School 40 Golf Links Rd, Lakes Entrance
Position reports to	Principal/Mental Health Wellbeing Leader

National Student Wellbeing Program

The National Student Wellbeing Program (NSWP) provides:

- pastoral care services
- strategies that support the wellbeing of the broader school community.

The NSWP defines pastoral care as the practice of supporting the general wellbeing of students and the school community.

The student wellbeing officer must follow the NSWP Guideline and the service agreement between the school and provider (if applicable). The guidelines include a code of conduct which must be signed by the chaplain or student wellbeing officer. The NSWP guidelines can be viewed at <https://www.vic.gov.au/national-student-wellbeing-program>.

The student wellbeing officer must also abide by any requirements established by their NSWP provider.

Role Purpose

A student wellbeing officer engaged via the NSWP may:

- work as a member of the school's wellbeing team in the delivery of student wellbeing services
- contribute to improving student engagement and connectedness
- contribute to providing a safe, inclusive and supportive learning environment
- provide pastoral care and guidance to students
- operate within the school community and with external providers.
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Responsibilities

The roles and responsibilities of the student wellbeing officer include:

- supporting student attendance, engagement and mental health
- supporting students in difficult or challenging situations such as during times of grief
- providing students with referrals to specialist services when required
- providing pastoral care and guidance to students about values and ethical matters
- supporting physical, emotional, social and intellectual development and wellbeing of all students
- supporting an environment of cooperation and respecting a diversity of cultures and traditions.

The student wellbeing officers must not:

- proselytise, evangelise or advocate for a particular religious view or belief
- enter compromising situations where confidentiality may be sought by the student
- behave in a way that impacts the delivery of their services under the program, including in a private capacity
- perform professional or other services for which they are not qualified
- visit students' homes to work with students and their families
- conduct religious services or ceremonies or lead in religious observances
- provide religious instruction or religious counselling to students
- promote external events run by religious organisations. For example, camps, excursions, youth conferences, guest speaker presentations etc.
- become involved in parenting disputes, family law matters or other legal proceedings.

Qualifications

The student wellbeing officer must hold a Certificate IV equivalent or higher qualification that includes competencies in:

- mental health and making appropriate referrals, and
- providing pastoral care or working with youth.

Qualifications in the [Community Services Training Package](#) that meet these requirements are::

- [Certificate IV in Chaplaincy and Pastoral Care \(CHC42315\)](#)
- [Certificate IV in Community Services \(CHC42015\)](#)
- [Certificate IV in Mental Health \(CHC43315\)](#)
- [Certificate IV in Youth Justice \(CHC40513\)](#)
- [Certificate IV in Youth Work \(CHC40413\)](#).

Information on training providers for these courses can be found at www.training.gov.au.

Other qualifications in psychology or social work may be suitable. See:

- the Psychology Board of Australia [approved courses of study](#)
- the Australian Association of Social Workers [accredited courses](#).

The student wellbeing officers must hold a valid employee [working with children clearance](#).

Chaplains and student wellbeing officers must comply with the school's [child safety screening requirements](#).

Selection criteria

- Experience supporting the general wellbeing of students and the school community.
- Experience in providing services to improve student engagement and connectedness.
- Ability to foster a safe, inclusive and supportive learning environment.
- Experience in delivering wellbeing services within a multidisciplinary team
- Ability to operate within the school community and with external providers, including providing students with referrals to specialist services when required.
- Ability to support schools and teachers to identify and develop educational, social and emotional programs to support students.

Other relevant information

Student Wellbeing Officer

A student wellbeing officer is an individual who:

- has the skills and experience to deliver student wellbeing services to the school community
- meets the NSW's minimum qualification requirements.

Student Wellbeing Officer

The student wellbeing officers must respect other people's views, values and beliefs, including cultural and religious perspectives. The student wellbeing officer must not proselytise, evangelise or advocate for a particular religious view or belief.

The student wellbeing officer must comply with mandatory reporting obligations under the Children, Youth and Families Act 2005.