STUDENT WELLBEING COORDINATOR

YOUR TITLE	Student Wellbeing Coordinator	**WHO YOU REPORT TO**	Student Connect Manager
YOUR TEAM	SEDA College WA	**WHO REPORTS TO YOU**	NA

At SEDA College WA, we help young people get the most out of life by walking side by side with them, every step of their journey. We believe that happy and healthy people, are high performing people.

How do you contribute to the bigger picture?	The Student Wellbeing Coordinator is an essential part of the College's Student Connect Team. The purpose of this role is to actively support and refer students, facilitate key workshops, create initiatives and develop events, in relation to the College direction in our approach to child safety and wellbeing.
Our Values	To walk beside our students and be GREAT together: • **Growth** • **Resilience** • **Empathy** • **Accountability** • **Teamwork**
Qualifications and Work Requirements	**ESSENTIAL** • Certificate IV or Diploma in Youth Work and/or Counselling. • Current and valid Working with Children Check. • Current and valid Drivers License.
Award	**Educational Services (Schools) General Staff Award 2020**
Where and when will you be working?	The Student Wellbeing Coordinator works across multiple campuses of the College from 8.00am – 4.30pm across the school year. Student Wellbeing Coordinators are not required at work during school holiday periods, with the exception of attending to work duties on the final two days of the week prior to teaching staff commencing
Key relationships	Students, Parents/Carers, Teachers, Student Connect Team, Assistant Principal, The Vice Principal, other members of the College Executive Team, and all other College staff.

Knowledge, experience, and skills	• Previous experience being part of a youth focused service. • Experience working with young people in an education 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, in a triage way – identify a need, assess, and refer on to external agencies. • Remain calm in challenging situations to request support. • 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. • Understand the importance of confidentiality of student issues, and the importance of communicating with supervisor of concerning events. • Understanding general counselling strategies to support youth.
The standards you need to meet – key activities	
	Student Connect Service The Student Wellbeing Coordinator serves as a key pillar within the Student Connect Team. The primary purpose of the Student Wellbeing Coordinator is to: • Liaise with teachers, Heads of Secondary School (HoSS), and other school staff to identify students who require wellbeing support, • Develop, implement, and review consultation programs and initiatives for students. • Provide and manage triage support in cases when directed by Student Connect Manager, Assistant Principal, Vice Principal or Principal. • Ensure teachers have what they need to support the students in their care.

- Refer and connect students to a range of local government agencies (LGA) and support agencies for continued support.
- Develop, coordinate and facilitate reintegration programs and meetings where required.

Proactive Programs and Initiatives

The Student Connect Team are responsible for driving the College approach to child safety and the development, facilitation and review of the Protective Behaviors Curriculum (Proactive Programs) and Protective Behaviors strategy. Key aspects of this include:

- Support the development, implementation, facilitation, and review of the College Proactive Programs workshops.
- Collection of, interpretation and recommendations from data resulting from Proactive Programs.
- Measurement and reporting of data to inform the College future direction, and for College Executive and Leadership members.

Staff Support and Development

Student wellbeing is everyone's business. The Student Wellbeing Coordinator is a key driver for the support, growth, development and learning of College staff in relation to student wellbeing. This includes:

- Planning and facilitating all staff training on child safety and wellbeing related policy and topics.
- Planning, facilitating, and reviewing individual teacher professional learning in line with the protective behavior curriculum.
- Active contribution on the College child safety professional learning community.

Whole College Initiatives

Our College places student health and happiness at the forefront of our purpose. The Student Wellbeing Coordinator is a key driver in the development, implementation and review of whole school initiatives relating to student wellbeing, including:

- Collaborate with the Marketing team around student connect content for the College's Instagram platform, highlighting Student Connect

	Team initiatives, programs and information for students in relation to, protective behaviours, wellbeing and mental health. • Management of the Student Connect Team section on the College Learning Management System (mySEDA). • Track and collect student wellbeing needs to inform direction of the college to add to reports for Health Checks, Executive Team members and the College Board. • Development and coordination of wellbeing themed events, including Game On and key Awareness Days.
What success looks like:	Success of the Student Wellbeing Coordinator is shared amongst the Student Connect Team, and the wider College. Specifically, success includes: • Consistent implementation of all aspects of the College approach to child safety, including the proactive programs initiative. • Recommendations are made each term based on the findings from the previous term strategies. • Individual teacher professional learning meetings are hosted each term for every teacher. • Cases are treated with the appropriate level of care and confidentiality. • The Student Connect function of identification, consultation, triage and referral is being adhered to.
Your work, health, and safety responsibilities	Your responsibilities as an employee include: • Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on College premises. • College premises may include places away from the College campuses such as a campsite or where College excursions may take place from time to time. • Ensure understanding and compliance of the College OHS policy. • Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.

	• Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property
Code of conduct	You are responsible for ensuring you act within the framework of the College's Staff Code of Conduct.
Ongoing professional development	Strive to be GREAT by consistently living the College values of *Growth, Resilience, Empathy, Accountability and Teamwork.* You are required to participate in the College performance development program (myDevelopment) which will assist you and your Leader in mapping professional development to meet your and the College's goals.