



POSITION TITLE	Education Officer Wellbeing (Secondary)
CLASSIFICATION:	Education Officer
TEAM LEADER:	Leader Wellbeing
DATE:	February 2021

Organisational Tradition and Context

The Diocese of Ballarat Catholic Education Ltd. (DOBCEL) operates Schools in a diverse and geographically extensive diocese which covers the west of Victoria, extending from the Murray River in the North to the Southern Ocean in the South. The Diocese of Ballarat is a place of natural, communal and economic diversity and education occurs in interwoven communities of learners gathered in Jesus' name. It has its foundation in communities of believers who have made their education system a place of welcome to reach out to nurture all God's people. Generations of diocesan clergy, religious congregations and lay people have endeavored to establish the flourishing educational communities that exist today, with each school an expression of our foundational belief that we are all created in the image of a loving God.

OUR VISION

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

OUR MISSION

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

All DOBCEL employees

Will make a meaningful contribution to Catholic Education through their work and help DOBCEL achieve:

- safe and respectful workplace and learning cultures where all are empowered to flourish;
- inclusive communities of employees that are responsive to the needs of our time and context;
- an inspired approach to leading and serving Catholic Education communities;
- best practice in Catholic Education which promotes authentic human development;
- collaborative engagement between our parish, parent, student, and leadership communities;
- excellence in the governance and stewardship of DOBCEL resources.

Diocese of Ballarat Catholic Education Limited (DOBCEL)

DOBCEL is a company limited by guarantee created to govern nominated Catholic schools in the Diocese of Ballarat. The Executive Director of Catholic Education acts:

- with a delegation from the Bishop in the organisational, administrative, support and service matters related to DOBCEL Schools and DOBCEL Management;
- with a delegation from DOBCEL in the leadership, oversight and management of DOBCEL Schools and employees, including the appointment, supervision and performance management of all School Principal and DOBCEL Management employees;

Safeguarding of Children and Young People

DOBCEL is committed to providing a safe environment for people of all ages, with special concern for children and young people.

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct;
- read, and conduct themselves in accordance with, the CECV Commitment to Child Safety;
- read and maintain their knowledge of DOBCEL Child Safeguarding policies, procedures and reporting obligations;
- understand individual professional and behavioural expectations associated with the safeguarding of children and young people;
- take all appropriate action to reasonably protect children and young people;
- complete as a minimum, all mandatory competencies/training in understanding professional obligations in relation to the safeguarding of children and young people.

Purpose

The Education Officer Wellbeing will partner with schools to support the development and delivery of strategic system-wide initiatives and policies that enable Catholic school communities to create safe, inclusive and respectful learning environments to enhance the holistic wellbeing of students and their capacity to effectively engage in their learning.

This position will be part of the Wellbeing Team with the following major responsibilities:

- support schools with the identification and implementation of evidence-based practices that will lead to improved learning outcomes for all students;
- assist individual school staff members or teams in interpreting student behaviour data that will lead to improved learning outcomes;
- work as a member of a cohesive and collaborative Educational Services Team and Diocesan Education Team focussed on improving outcomes for all students;
- partner with the Educational Consultants to facilitate the provision of a comprehensive and integrated service to schools

Key Responsibilities

Under the direction of the Leader Wellbeing, this role will:

- support the implementation and review of priorities, policies and initiatives that promote and strengthen student wellbeing and learning outcomes.
- engage with the school improvement process to develop data informed practices that enhance student wellbeing and school community engagement
- identify strategies to effectively support and respond to issues that impact the safety and wellbeing of children and young people
- design and facilitate professional learning for system, school leaders and primary and secondary Student Wellbeing Networks to support ongoing skill and knowledge development
- develop key resources for learning in Catholic school communities that support the wellbeing, health and safety of children and young people
- remain abreast of research, statutory requirements, legislative compliance and Church teachings that impact student wellbeing and learning outcomes
- ensure co-operative arrangements with government departments, community organisations and other relevant agencies are maintained to optimise support for children, young people and their families

Participate in collegial professional learning in order to maintain up-to-date knowledge in the areas of:

- child/adolescent social development and wellbeing;
- current issues relating to child/adolescent culture (e.g. technology, self-harm, suicide prevention);
- social/emotional/psychological interventions;
- relevant agencies and government services;
- government /community agency regulations (e.g. child protection, DES, community policing);
- risk factors for children and adolescents.

Collect, collate and maintain student information and records to meet legislative and system requirements to inform research and policy development including:

- keeping and maintaining of individual records, files and notes;
- collection, collation and maintenance of practice related data, e.g. caseload demographics, outcome measures, intervention effectiveness;
- maintaining an awareness of school community issues and events which may impact on the school, and work alongside staff to manage such issues.

Other

- carry out all other duties within the limits of the employee’s skill, ability and competence, as may be directed from time to time.
- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
- The accountabilities described within may be altered in accordance with the changing requirements of the role.
- The employee is expected to comply with and demonstrate a positive commitment to upholding all DOBCEL policies, procedures, and work instructions.

Partnering and Communication

All employees have a responsibility to ensure effective communication is maintained to:

- promote a culture of partnering and collaboration;
- as requested, represent the CEB on committees and working parties.
- ensure appropriate language and behaviour is demonstrated in every interaction;
- ensure timely support is offered and provided to identified needs;
- develop and maintain effective relationships with relevant internal and external stakeholders to build and enhance DOBCEL services;
- facilitate effective working relationships between DOBCEL schools and office employees;
- contribute towards creating a harmonious working environment and maintain effective team work and professional working relationships.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development including to:

- participate in regular team meetings and committees as required;
- develop an individual development plan aligned to organisational and role priorities;
- participate in performance development and alignment conversations as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory professional body;
- demonstrate the need to continually develop new skills and update knowledge appropriate to the role.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable. To achieve this all employees must:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of others who may be affected by their acts or omissions;
- cooperate with anything DOBCEL does to comply with OHS requirements;
- comply with all DOBCEL *Safe Working Procedures* at all times;
- use appropriate *Personal Protective Equipment (PPE)* as required;
- periodically update their employer about any medical condition they have that:
 - is life threatening or may require Emergency Services to be called;
 - could impact on their ability to perform their duties;
- complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare;
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.) to their employer;
- work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues;
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity.

Skills and Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- strong attention to detail;
- excellent communication skills;
- demonstrated high measure of confidentiality and professionalism;
- proven ability to use initiative and resolve problems;
- demonstrated ability to operate as an effective team member;
- initiate quality improvement activities;
- the ability to be discrete and confidential with sensitive information.

Mandatory Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- demonstrated high measure of confidentiality and professionalism;
- Relevant Academic Qualifications and experience (For example: teaching, psychiatric nursing, psychology, occupational therapy, social work, counselling)
- Experience in counselling children, adolescents and families
- capacity to develop data informed practices that enhance student wellbeing and school community engagement
- capacity to design and facilitate professional learning for others
- hold a current Victorian or National Police Check
- hold a current Working with Children Check (if not VIT registered)
- hold a current Victorian Driver's License