



St Leonard's College

An education for life.

Teaching Staff

Position Description

Position Title:	Director of Wellbeing
Prepared:	July 2021
Reports to:	Principal
Prepared by:	Head of Human Resources

Position Purpose

The Director of Wellbeing provides leadership, direction and support for wellbeing programs across the College. In collaboration with other members of the College Executive, the Director of Wellbeing fosters a culture which promotes wellbeing across the community.

The Director of Wellbeing leads the College in implementing best practices in student wellbeing and the wellbeing of staff and families. The Director of Wellbeing develops the strategic vision which guides the College in being a place where each student feels safe, valued and connected and are supported in building the skills and attributes which will enable them to flourish now and in the future.

The Director of Wellbeing leads the development of an innovative wellbeing program and College-wide understanding of current youth issues whilst building the capacity of College staff to nurture the wellbeing of young people across all College settings.

Position Status

This role is a permanent full-time position. This role has a teaching component, approximately 0.5, in an appropriate area of expertise.

The Director of Wellbeing is a member of the College Executive and reports to the Principal.

It is recognised that the school holidays are sometimes times of recreation, preparation and professional development for teachers, and school administrators, and each of these are equally important. As a member of the senior executive team, you will be required to be at school from time to time in College deemed non-attendance time, particularly in the week after the school year finishes and in the latter part of the summer vacation. In addition, times in the term holidays may be required.

Duties and Responsibilities:

Student wellbeing:

- Inform and present wellbeing directives to the College Executive
- Actively contribute to the strategic development of excellence in student wellbeing at the College
- Lead the Wellbeing Directorate, meeting twice each term, to review and develop wellbeing processes, strategies and goals across the College
- Promote the WISE Wellbeing Framework

- Maintain a scope and sequence of wellbeing programs at the College, advise on content and implement new initiatives in accordance with best practice in collaboration with the Head and Deputy Head of Junior School, Head of 5/6, Heads and Deputy Heads of Years 7-12 and the Head of Health Sport and Exercise Sciences.
- Lead the College Child Safe program, including:
 - Making an annual report to College Council
 - Maintaining a significant profile of Child Safety in the College through conducting regular staff briefings, community communications and student presentations
 - Overseeing the Child Safe training schedule in consultation with the Compliance Manager
 - Appointing and overseeing training and annual refreshers for the Child Protection Officers
 - Lead the annual Child Safe Risk Management Review with the Child Safe core team
- Contribute to the consideration of assessment and reporting through the lens of student wellbeing
- Maintain and develop the STL Link Student Wellbeing site
- Use data to inform the tracking of student wellbeing
- Work closely with Heads of School and Heads of Year in relation to current and emerging issues impacting student wellbeing

Staff wellbeing:

- Liaise with the Deputy Principal and Head of Human Resources in relation to staff wellbeing matters
- Articulate a model of staff wellbeing
- Identify opportunities for programs to enhance staff wellbeing

Wellbeing of parents and families:

- Lead the College in understanding the needs of parents and families
- Strengthen the capacity of mentors and teachers to build effective relationships with parents and families
- Develop and implement the parent seminar program in collaboration with the Community Coordinator, with input from the Principal, Wellbeing Directorate, Heads of School and the Counselling Team
- Maintain and develop the STL Link Parent Resources Centre

Staff training and professional learning:

- Work with pastoral teams to develop the capacity of mentors in supporting student wellbeing and in implementing the Personal Development Program (PDP)
- Conduct Child Safe inductions with new staff, coaches and others as required
- Contribute to the professional learning of College staff on student wellbeing
- Contribute to College Learning Forums to deliver the integration of wellbeing and learning priorities
- Conduct the introduction to Restorative Practices with new staff

Administrative responsibilities

- Member of the Policy Management Team with core responsibility for the suite of Student Duty of Care Policy reviews and implementations
- Member of the Risk Assurance Team, responsible for Student Duty of Care

Other responsibilities

- Write Newsletter and Network articles focused on wellbeing topics relevant to the College community
- Deliver mindfulness to years 5/6, year 7 and year 10
- Be a member of the Amiel Board
- Coordinate the annual signing of the Statement of Commitments
- Lead the implementation of bullying and other surveys in consultation with the Wellbeing Directorate and/or the counselling team
- Develop whole school anti-bullying initiatives
- Manage a budget

Any other tasks as deemed appropriate.

Professional relationships

- Meet with College Chaplain on wellbeing matters pertaining to both staff and students
- Meet with the College Counselling team to understand and track current issues
- Liaise with the College nurses about themes in student presentations and Health Centre supports
- Oversee the following roles:
 - Head of Social Action, Global Citizenship and Engagement
 - Guiding Mentor
 - Mindfulness Leadership Team
 - Community Coordinator (Lennie's Van)

Skills and Attributes

- Proven management skills with, experience of and ability to, lead, motivate and empower staff
- Collaborative team member
- Experience in an educational setting
- Experience working with children, adolescents, adults and families
- Capacity to connect with students
- Relevant tertiary qualifications, for example, post-graduate studies in student wellbeing
- Excellent communication skills including presentation and writing skills
- Strong planning and organizational abilities
- Flexible, responsive and creative with an innovative mindset
- Capacity to engage and develop positive relationships with a range of staff
- Experience in teaching mindfulness

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.