



<b>Title of Position:</b>	<b>Wellbeing Coordinator</b>
<b>Reports to:</b>	<b>Deputy Principal</b>
<b>Responsible to:</b>	<b>Principal</b>
<b>FTE:</b>	<b>0.6 at Lutheran School in Wagga Wagga, 0.2 at St Paul's Henty</b>

### 1. General Accountabilities

As an employee of Lutheran School Wagga Wagga, the Wellbeing Coordinator is required to:

- 1.1. Exhibit behaviour through word and action that reflect the ethos and Christian foundations of the school.
- 1.2. Abide by the school's Professional Conduct Standards.
- 1.3. Be familiar with and follow school policies, school procedures and the Code of Conduct for Employees.
- 1.4. Establish and maintain positive relationships with colleagues, students and parents.
- 1.5. Ensure that behaviour towards, and relationships with, students reflect proper standards of care and are not unlawful.
- 1.6. Carry out work responsibilities to the best of their ability and in a safe manner as outlined in the school's Workplace Health and Safety Policy.
- 1.7. Reflect on their work performance and seek further training or professional development opportunities to update knowledge and skills.

### 2. Specific Accountabilities

#### 2.1. Role:

The Wellbeing Coordinator is required to:

- 2.1.1. Demonstrate a professional approach to the role of wellbeing. This will include effective documented planning and implementation of individual, group and whole school learning programs. Practice will incorporate the Lutheran Education Australia (LEA) values of love, justice, compassion, forgiveness, humility, courage, hope, quality, respect, service and appreciation.
- 2.1.2. Develop positive working partnerships with students, parents, colleagues and relevant external professionals to foster the development of the whole child (physical, academic, social, mental, emotional and spiritual).
- 2.1.3. Demonstrate a commitment to their own professional development through involvement in regular staff meetings, professional development opportunities and personal reflection or study.
- 2.1.4. Support the development and/or improvement of the school's policies and procedures

### 3. Duties

The Wellbeing Coordinator will:

- 3.1. Demonstrate a professional approach to the role of wellbeing. This will include effective documented planning and implementation of individual, group and whole school learning programs. Practice will incorporate the Lutheran Education Australia (LEA) values of love, justice, compassion, forgiveness, humility, courage, hope, quality, respect, service and appreciation.
  - 3.1.1. Assist teachers to identify, understand and manage students with mental, emotional, social and behavioural difficulties
  - 3.1.2. Support and collaborate with teachers to work effectively with student needs
  - 3.1.3. Document intervention in accordance with the National Consistent Collection of Data (NCCD) funding requirements as articulated by the Learning Enhancement teacher
  
- 3.2. Develop positive working partnerships with students, parents, colleagues and relevant external professionals to foster the development of the whole child (physical, academic, social, mental, emotional and spiritual).
  - 3.2.1. Provide information to parents and colleagues that supports their understanding of mental health
  - 3.2.2. Provide mental health information to parents through seminars and presentations on school campus
  - 3.2.3. Educate students about the issues relevant to mental health and adolescence and promote understanding of self-awareness
  - 3.2.4. Liaise with parents regarding referral and ongoing management of their child
  - 3.2.5. Work to ensure ongoing collaboration between all key stakeholders in the management of students (i.e. parents, school staff, outside agencies)
  
- 3.3. Demonstrate a commitment to their own professional development through involvement in regular staff meetings, professional development opportunities and personal reflection or study.
  - 3.3.1. Have an ongoing understanding of the learning progress of each student that is informed by both formal and informal assessment, observation and classwork
  - 3.3.2. Engage in professional supervision
  
- 3.4. Support the development and/or improvement of the school's policies and procedures
  - 3.4.1. Use clinical expertise to support the Curriculum Coordinator and Learning Enhancement teacher with program design and delivery of wellbeing programs across the school
  - 3.4.2. Promote mental health and resilience by advising on key programs as appropriate
  - 3.4.3. In conjunction with school leadership, use data to analyse student learning and behaviours and respond to trends identified