

Lutheran School Wagga Wagga



POSITION OUTLINE

Title of Position: Wellbeing Coordinator (K–6)

Type of Appointment: Part time (Fixed contract)

Commencement: 20 January 2023

Our School

Lutheran School Wagga Wagga is a double-streamed co-educational Christian school with a current enrolment of 340 students from Kindergarten to Year 6. It was established in 1982 by the Wagga Wagga Bethlehem Lutheran Church to provide a mission avenue for the church while at the same time providing excellence in education.

As a school of the Lutheran Church of Australia we have our own particular ethos and philosophy. The role of Wellbeing Coordinator in a Lutheran School is a unique one providing both excellence in pastoral care and witness to the mission of the school. As a staff member you are asked to identify with and uphold and promote the Christian ethos of Lutheran School.

Our Mission Statement

The mission of Lutheran School is:

'To work under God in partnership with parents to provide an inclusive, nurturing and high-quality education for every student'.

Our Values

Lutheran School promotes and teaches the values of:

LOVE	HOPE	COMPASSION	QUALITY	SERVICE	RESPECT
	HUMILITY	APPRECIATION	COURAGE	JUSTICE	FORGIVENESS

Nature of the Position

The Wellbeing Coordinator position is funded by a grant from the AIS. Therefore, employment beyond 2023 may be dependent on further grant availability. Relevant qualifications for the applicant include a Bachelor's Degree in Psychology and/or Counselling. The successful candidate will work at least one day per week at St Paul's Lutheran School in Henty. The Wellbeing Coordinator will be an enthusiastic, encouraging and patient person who is willing to:

1. Use expertise to support colleagues in the pastoral care of students with mental, emotional and social challenges
2. Educate parents and carers through collaborative meetings, online communications, seminars and presentations
3. Support and educate students through individual, group and whole school programs
4. Build respectful, productive and collaborative relationships with students, colleagues, families and relevant external professionals
5. Maintain records as required

Key Responsibilities/Duties The

Wellbeing Coordinator will:

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. 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) in a supportive environment
3. Demonstrate a commitment to their own professional development through involvement in regular staff meetings, professional development opportunities and personal reflection or study
4. Support the development and/or improvement of the school's policies and procedures
5. Actively support and at times lead the devotional and worship aspects of the school

A full outline of the Wellbeing Coordinator's role and responsibilities can be found in the Wellbeing Coordinator's Position Description which should be read in conjunction with this document.

Selection Criteria

All applicants are required to address the following selection criteria:

1. Demonstrated skills which reflect the ability to support the Christian ethos of the school in a Wellbeing Coordinator's role
2. Demonstrated professional skills that support the mental, emotional and social health of students, families, colleagues and self
3. Knowledge of external reporting requirements for child safety and agencies that might further support colleagues, families and students in their wellbeing journey
4. Demonstrated skills in analysing data, planning and implementing effective social, emotional and mental support
5. Demonstrated levels of confidence, flexibility, teamwork and perseverance to work in a learning community

Conditions

The Wellbeing Coordinator is employed at the appropriate step under the terms and conditions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021.

Qualifications and Requirements

As an employee of a Lutheran School, you are obliged to meet the requirements of the 'LCA Standards of Ethical Behaviour' and related LCA policies. Valuing Safe Communities (VSC) is a school specific training program developed to comply with this expectation.

Applicants must have a valid Working With Children Check from the NSW Office of the Children's Guardian prior to commencing employment.

Referees

Applicants are to provide names and contact details for three referees. It is preferable but not required that one referee is a congregational pastor (or equivalent).

Applications

Applications for this position are to include:

1. A cover letter introducing yourself and outlining the reasons for applying
2. A resume outlining experience and qualifications as relevant to this role, academic transcript/s included
3. Short statements addressing the Selection Criteria (no more than one A4 page per criterion)
4. Contact details for your professional referees

Please feel free to contact the Principal in relation to any questions you have about the position or your application.

Your application, marked confidential, should be received not later than **8:00am Monday 10 October 2022**. Interviews for short listed applicants will follow shortly after this date.

Your application should be addressed to:

Ms Janet Moeller, Principal
Lutheran School Wagga Wagga
Tamar Drive, Wagga Wagga NSW 2650
Email: admin@lpsww.nsw.edu.au



A school of the Lutheran Church of Australia