



Student Wellbeing Services Coordinator Role Description

Position Purpose

The Student Wellbeing Services Coordinator provides strategic leadership and oversight of the College's Student Wellbeing Services, ensuring that all students are supported to flourish socially, emotionally, spiritually, and academically within a Catholic learning community and inline with the Melbourne Archdiocese Catholic Schools (MACS) 2030 strategy.

Working collaboratively with students, staff, families, and external professionals, this role ensures that structures, programs, and responsive support are in place to meet the diverse and evolving needs of students. The Student Wellbeing Services Coordinator promotes a proactive, inclusive, and compassionate culture aligned with the College's mission, values, and commitment to student dignity and wellbeing.

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety and appropriate professional behaviours
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting) and Ministerial Order 1359
- Be a suitable person to engage in child-connected work
- Commitment to promoting a child-safe culture in all aspects of College life
- Must hold or be willing to acquire a Working with Children Check and must be willing to undergo a National Police Record Check

Qualifications and Experience

- Appropriate teaching qualifications and current teacher registration
- Demonstrated qualifications and/or experience in Student Wellbeing, Counselling, Psychology, Social Work, or a related field
- Proven capacity to lead teams and work collaboratively with staff, students, families, and external professionals
- Masters in Student Wellbeing (or equivalent) would be advantageous
- Experience in supporting wellbeing programs and responding to complex student needs
- Knowledge of Nationally Consistent Collection of Data (NCCD) processes and inclusive education practices (desirable)

Key Responsibilities

Leadership and Strategic Direction

- Lead and oversee the provision of student wellbeing services across the College in consultation with the Deputy Principal Student Wellbeing and the Directors of Learning Diversity and Student Wellbeing
- Provide professional guidance and support to staff in responding to students with social, emotional, and wellbeing needs
- Develop, implement, and regularly review policies, procedures, and protocols that support student wellbeing and safety in line with MACS policies and guidelines
- Contribute to whole-school strategic planning in alignment with the College vision and mission, in shaping student wellbeing through a multi-tiered system of support
- Promote a culture of prevention, early intervention, inclusion, and restorative practice

- Lead and coordinate the work of internal allied health professionals (which may include Social Workers, Psychologists, and other therapeutic or counselling services), in consultation with the Deputy Principal Student Wellbeing and the Directors of Learning Diversity and Student Wellbeing
- Oversee Out-of-Home Care (OOHC) requirements

Student Support and Wellbeing Programs

- Oversee case management processes for students requiring targeted or intensive wellbeing support
- Design and implement targeted wellbeing programs, workshops, and initiatives for students
- Coordinate and deliver professional learning opportunities for staff in student wellbeing, mental health awareness, and inclusive practice
- Provide information sessions and workshops for families to strengthen partnerships in supporting young people
- Create opportunities for student agency
- Implement lunchtime clubs, mentoring or social skills groups for students who find the traditional classroom challenging
- Proactively monitor attendance and behaviour data to identify students drifting towards disengagement

Allied Health External Partnerships

- Liaise with external agencies and services to ensure integrated and holistic support for students and families
- Monitor service provision, referral processes, and confidentiality requirements in accordance with best practice and College and MACS policy
- Liaise with and support external allied health professionals (which may include Social Workers, Psychologists, and other therapeutic or counselling services)

Compliance, Documentation, and Frameworks

- Ensure wellbeing practices align with relevant legislation, child safety standards, and system requirements
- Maintain accurate documentation and oversight of student wellbeing data and support plans
- Work collaboratively with the Directors of Learning Diversity and Student Wellbeing and Year Level Team/House Leaders to review academic assessment results and data
- Demonstrate understanding of NCCD requirements, with knowledge of processes considered desirable.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College
2. A commitment to the Catholic ethos of the College
3. Commitment to the mission and values of Catholic education
4. The ability to dialogue with staff in a collegial manner to achieve improved learning outcomes for students
5. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment
6. Proven organisational skills and capacity to show initiative in working independently
7. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversation with regard to student outcomes
8. Strong relational, pastoral, and leadership capabilities
9. High levels of professionalism, discretion, and ethical practice
10. Capacity to lead with compassion, clarity, and hope