

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Education Officer: Student Wellbeing
TEAM LEADER:	Leader: Wellbeing
TEAM:	Wellbeing
CLASSIFICATION:	Education Officer
DATE:	November 2024

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 57 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

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.

Role Purpose

The Education Officer Student 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 wellbeing of students and their capacity to effectively engage in their learning.

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

The key responsibilities of the role are:-

- Support the implementation, sustainability 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.

Skills & Capabilities

- Demonstrated successful experience in the development of contemporary, evidence based teaching and learning approaches;
- Demonstrated ability to provide expert advice in relation to data informed practices that enhance student wellbeing and school community engagement;
- Demonstrated understanding of multi-tiered systems of support such as School-Wide Positive Behaviour Support;
- Demonstrated ability to build the capacity of teachers and leaders within schools in relation to student wellbeing and the health and safety of children and young people;
- Outstanding interpersonal and communication skills, including:
 - experience in working collaboratively with school leadership teams;
 - ability to operate effectively within a multidisciplinary team;
 - capacity to communicate effectively across a broad range of contexts.
 - experience in leading project implementation.

Mandatory Requirements

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission;
- Relevant Academic Qualifications (for example but not limited to: psychiatric nursing, psychology, occupational therapy, social work, counselling);
- Current Victorian Institute of Teaching (VIT) registration;
- Current Victorian driver's licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes 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 and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.