

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Education Officer: Wellbeing (Secondary)
TEAM LEADER: Leader: Wellbeing
DATE: November 2021

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

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 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 holistic wellbeing of students and their capacity to effectively engage in their learning.

This position will be part of the Wellbeing Team with the following major responsibilities:

- support schools with the identification and implementation of evidence-based practices that will lead to improved learning outcomes for all students;
- assist individual school staff members or teams in interpreting student behaviour data that will lead to improved learning outcomes;
- work as a member of a cohesive and collaborative Educational Services Team and Diocesan Education Team focussed on improving outcomes for all students;
- partner with the Educational Consultants to facilitate the provision of a comprehensive and integrated service to schools.

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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.

Under the direction of the Leader Wellbeing, this role will:

- support the implementation 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.

Participate in collegial professional learning to maintain up-to-date knowledge in the areas of:

- child/adolescent social development and wellbeing;
- current issues relating to child/adolescent culture (e.g. technology, self-harm, suicide prevention);
- social/emotional/psychological interventions;
- relevant agencies and government services;
- government /community agency regulations (e.g. child protection, DES, community policing);
- risk factors for children and adolescents.

Collect, collate and maintain student information and records to meet legislative and system requirements to inform research and policy development including:

- keeping and maintaining of individual records, files and notes;
- collection, collation and maintenance of practice related data, e.g. caseload demographics, outcome measures, intervention effectiveness;
- maintaining an awareness of school community issues and events which may impact on the school, and work alongside staff to manage such issues.

Skills & Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- strong attention to detail;
- excellent communication skills;
- demonstrated high measure of confidentiality and professionalism;
- proven ability to use initiative and resolve problems;
- demonstrated ability to operate as an effective team member;
- initiate quality improvement activities;
- the ability to be discrete and confidential with sensitive information.

Mandatory Requirements and Selection Criteria

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- demonstrated high measure of confidentiality and professionalism;
- Relevant Academic Qualifications and experience (For example: teaching, psychiatric nursing, psychology, occupational therapy, social work, counselling);
- Experience in counselling children, adolescents and families;
- capacity to develop data informed practices that enhance student wellbeing and school community engagement;
- capacity to design and facilitate professional learning for others;
- hold a current Victorian or National Police Check;
- hold a current Working with Children Check (if not VIT registered);
- hold a 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.