



# ST. JOSEPH'S SCHOOL COBRAM

*Always Faithful to God, ourselves and others in the spirit of the Mercy Tradition.*



## POSITION AVAILABLE

## MENTAL HEALTH AND WELLBEING CO-ORDINATOR 2 DAYS A WEEK

### Position Summary:

Mental Health and Wellbeing Leader works across the school to implement a whole-school approach to mental health and wellbeing for students, staff and families based on a broad knowledge of the needs of the school community. This includes:

- building the capacity of school staff, in particular classroom teachers, to identify and support students with mental health concerns in the classroom
- supporting the school to create clear referral pathways internally (within school) and externally (to community services) for students identified as requiring further assessment and intervention
- coordinating targeted mental health support for students by working with school wellbeing and leadership teams, teachers, parents/carers, CES Ltd Office and external agencies

The role is designed to ensure mental health prevention and early intervention are embedded in the classroom. Using their intimate knowledge of the in-classroom experiences of teachers, Mental Health and Wellbeing Leaders complement the school's existing wellbeing team by bringing it together with CES Ltd Office staff, community services and other health professionals to engage and build relationships with appropriate mental health and wellbeing support.

Mental Health and Wellbeing Leaders undertake training in mental health literacy, supporting emerging needs, and building school capacity and participate in ongoing support and professional development through structured and regular Communities of Practice.

### Key Responsibilities:

Operating in collaboration the Mental Health and Wellbeing Leader will:

- Promote a whole school approach to mental health and wellbeing to students, staff and families
- Support teachers and school staff to expand their capacity to embed evidence-based mental health strategies, interventions and programs and build mental health literacy to identify and support primary school students with mental health concerns.
- Coordinate clear referral pathways internally (within school) and externally (to community services) for students identified as requiring further assessment and intervention.
- Proactively work with and support CES Ltd Office staff, school wellbeing and leadership teams, teachers, parents/carers and other external agencies to coordinate targeted mental health support for primary school students.
- Attend professional development as required.



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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## **Compliance with CES Ltd Policies and Procedures**

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

## **Compliance with Occupational Health and Safety**

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

## **Compliance with Child Safety Legislation**

CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.



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Essential	Qualifications and Registrations	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Education.</li> <li>• Registration with the Victorian Institute of Teaching (VIT).</li> <li>• Accreditation to teach within a Catholic school or</li> <li>• Accreditation to teach Religious Education (or willingness to commence upon appointment).</li> <li>• First Aid Certificate (or willingness to commence upon appointment).</li> <li>• Anaphylaxis Certificate (or willingness to commence upon appointment).</li> </ul>
	Knowledge and Experience	<ul style="list-style-type: none"> <li>• Demonstrated ability to inform and influence the work of others involved in the engagement, mental health, wellbeing or learning of children and young people.</li> <li>• Experience in the development, implementation and evaluation of processes and strategies relating to mental health, wellbeing or learning.</li> <li>• Experience in influencing and negotiating buy-in and ownership for ideas, gaining agreement to proposals, or involving experts or other third parties to strengthen a case.</li> </ul>
	Commitment to Catholic Education	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	Commitment to Child Safety	<ul style="list-style-type: none"> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children and young people.</li> <li>• Knowledge and understanding of the requirements of the Child Safety Standards including creating cultural safety for Aboriginal and Torres Strait Islander students and families.</li> </ul>
	Skills and Attributes	<ul style="list-style-type: none"> <li>• Demonstrated high level interpersonal skills and communication skills. Demonstrated high level of capability to establish and maintain collaborative relationships with students, parents, other employees and the broader school community to focus on student learning, wellbeing and engagement.</li> <li>• Demonstrated ability to support a student's mental health, wellbeing or learning by developing and maintaining connection with external services.</li> </ul>
Desirable		Post graduate qualifications in student wellbeing or mental health.



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## Key attributes:

- Creating a student centered school through a Catholic lens
- Applying professional contemporary knowledge
- Creating a learning culture for all
- Leading change
- Coaching and building capacity
- Promoting professional learning
- Managing self and others
- Participating in professional development

Applicants are required to address the above key attributes in a letter of no more than 2 pages, addressing their suitability to this position.

The position is a 0.4 (2 days a week), 12 month fixed term contract, commencing 2023.

For the application form and information packages please go to:

St. Joseph's Primary School website under employment <http://www.sjco Bram.catholic.edu.au/>

A written resume with 3 verbal referees is to be addressed to:

Mrs. Sarah Iddles

Email: [principal@sjco Bram.catholic.edu.au](mailto:principal@sjco Bram.catholic.edu.au)

Postal: PO Box 900, Cobram Vic 3644

**Applications close 4.00pm, Friday 11th November, 2022**

## Commitment to Child Safety

At St. Joseph's we strive to maintain a child safe and child friendly environment where children are safe and feel free to enjoy life to the full without any concern for their safety. The well-being of children in our care will always be our first priority and we have zero tolerance to child abuse.