



# Position Description

## Head of Wellbeing

<b>Position Title</b>	Head of Wellbeing
<b>Reports To</b>	Principal
<b>College Objective</b>	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Principal, other staff, and the College Board in adhering to the policies, teachings and fostering the ethos, culture, and traditions of Geelong Lutheran College.</p>
<b>Position Overview</b>	<p>The Head of Wellbeing is responsible for leading, implementing and sustaining the College's whole-school approach to student wellbeing. This role provides strategic and operational oversight of wellbeing programs, systems and structures from Prep to Year 12, ensuring a consistent, evidence-informed and student-centred wellbeing culture across the College.</p> <p>Working in close collaboration with the Chaplain, Head of Sub-Schools, Deans of Students, Year Level Coordinators and other key staff, the Head of Wellbeing will champion a proactive and preventative approach to teaching practices that support wellbeing.</p> <p>The Head of Wellbeing will lead the implementation of the College's wellbeing vision, creating an environment where students flourish in all aspects of life, through academic success, personal fulfillment and a willingness to contribute positively to society, using their God-given talents.</p>
<b>Duties and Responsibilities</b>	<p><b>Leadership Expectations and Practices:</b></p> <ul style="list-style-type: none"> <li>• Model and promote contemporary teaching and wellbeing practices.</li> <li>• Facilitate professional learning that involves engaging with research evidence and data.</li> <li>• Work in an honest, open, creative and flexible manner.</li> <li>• Model a collaborative style of leadership which values each member of the community.</li> <li>• Lead professional conversations that develop knowledge, expectations and practice.</li> <li>• Build team psychological safety and collective efficacy.</li> <li>• Liaise with teaching staff to promote best outcomes for students.</li> </ul> <p><b>Professional Expectations</b></p> <ul style="list-style-type: none"> <li>• Build positive relationships with students, staff, parents, and the wider community.</li> <li>• Liaise with staff for the improvement of student wellbeing and behaviour management practices.</li> <li>• Work collaboratively with external agencies to provide a coordinated response to student wellbeing.</li> <li>• Develop Wellbeing Scope and Sequence reflecting Australian Curriculum.</li> <li>• Share latest research and practices in areas of individual and community wellbeing.</li> </ul>



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- Be a leading voice on topical Wellbeing issues and share with community.
- Review of Child Safe and Wellbeing policies ensuring currency and compliance.
- Consult with the Principal in developing and implementing professional learning programs for staff in relation to wellbeing.
- Support pastoral care of students in conjunction with Classroom and Mentor group teachers, and Year Level Leaders.
- Conduct regular, structured reviews of student wellbeing programs across Prep–Year 12 to ensure they remain relevant and evidence-informed.
- Regularly report on issues and matters relating to student wellbeing to the Leadership team.
- Establish and maintain links with relevant community support agencies and allied professionals.

### **Student Wellbeing:**

- Be committed to the wellbeing of children and young people.
- Review the student wellbeing structures in each sub-school.
- Remain informed about current student wellbeing matters and to be supportive of the Principal and Heads of School.
- Work closely with the Wellbeing team and external agencies to support vulnerable students.
- Build strong, respectful and professional relationships with parents and caregivers, providing guidance, support and clear communication regarding student wellbeing needs, interventions and progress.
- Provide wellbeing leadership in the management of students at risk, in conjunctions with the relevant Heads of School and Year Level Leaders.
- Ensure all student matters/concerns are followed up in conjunction with relevant parties and making appropriate referrals.
- Ensure communication with parents and carers is appropriate and timely.
- Achieve an appropriate balance between the level of confidentiality and the communication of sensitive information.

### **Child Safety:**

- Serve as the Chief Child Safety Officer, providing leadership and oversight of all child safety practices.
- Act as a key source of support, advice and expertise on child safety and wellbeing matters.
- Maintain strong visibility and consistent implementation of child safety practices across the College.
- Oversee and manage the caseloads of the Wellbeing team.
- Embed a proactive culture of child safety.
- Maintain a strong working knowledge of Department of Families, Fairness and Housing, Orange Door and relevant child protection frameworks.
- Ensure detailed, accurate and secure record-keeping.

### **Staff Wellbeing:**

- Share with staff about wellbeing topics and strategies for use in their own lives.
- Work closely with the Principal, College Chaplain, and other key leaders to inform staff of appropriate support in the event of a significant critical incident at the College.



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	<p>All applicants should note that this role description is not intended to be a prescriptive document and therefore <i>may</i> evolve as the position develops and forms.</p> <p><b>College Leadership and Engagement Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Key member of the Critical Incident Management Team.</li><li>• Attend staff and leadership meetings as required.</li><li>• Attend school camps when required.</li><li>• Participate in College events to support student engagement, wellbeing and community connection.</li></ul> <p><b>Key Internal Relationships:</b></p> <ul style="list-style-type: none"><li>• Principal</li><li>• Head of Schools</li><li>• Inclusive Education Leaders</li><li>• Chaplains</li><li>• Deans of Students</li><li>• Year Level Coordinators</li></ul> <p><b>Key External Relationships:</b></p> <ul style="list-style-type: none"><li>• Parents</li><li>• Community Support Agencies</li></ul> <p><b>Required Competencies:</b></p> <ul style="list-style-type: none"><li>• Relevant Teaching qualification and current Victorian Institute of Teaching (VIT) registration.</li><li>• Have a knowledge of the AITSL standards.</li><li>• Previous Leadership experience in Student Wellbeing.</li><li>• Excellent communication and interpersonal skills.</li><li>• Sound organisational skills.</li><li>• Excellent ICT skills.</li><li>• Commitment to professional learning and continuous improvement.</li><li>• Demonstrated time management skills.</li><li>• Interpersonal skills of a high order.</li><li>• Current and thorough understanding of principles reacting to trauma informed and restorative practices.</li><li>• Experience in the case management of students with complex needs.</li><li>• Support the Christian ethos of Geelong Lutheran College.</li><li>• Exhibits discretion, confidentiality, management and self-management skills.</li></ul>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p><b>KEY SELECTION CRITERIA</b></p> <ul style="list-style-type: none"><li>• Uphold through word, action and public lifestyle, the values of the Christian Church</li><li>• Demonstrated leadership in student wellbeing and pastoral care</li><li>• Proven ability to build a positive, inclusive and safe school culture</li><li>• Capacity to lead teams</li><li>• Highly developed communication and interpersonal skills</li><li>• Demonstrated expertise in managing complex student wellbeing matters</li><li>• Ability to lead the College's strategic wellbeing initiatives</li><li>• Strong organisational, analytical and problem-solving skills</li></ul>



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	<ul style="list-style-type: none"><li>• Commitment to continuous professional learning and contemporary wellbeing practice</li><li>• Proven ability to collaborate effectively within leadership structures</li><li>• Strong capability in policy development, review and implementation</li></ul>
<b>Classification</b>	<p><b>Salary:</b> Remuneration is based on experience and expertise</p> <p><b>Tenure:</b> 3 years</p> <p><b>FTE:</b> Full time</p> <p><b>Location (Base):</b> Time will primarily be based at the Geelong Lutheran College Armstrong Creek campus; however, the role is required to work at GLC St John's Newtown as part of regular duties.</p>

### STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer