



## Position Description

<b>Title</b>	Student Wellbeing Mentor	<b>Reporting</b>	Principal
<b>Type</b>	0.8 FTE or full time	<b>Review</b>	April 2027
<b>Position Hours</b>	8.15am – 4.15pm		

*Bayside Christian College is committed to child safety in every aspect of the College. Our College fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns. The College has zero tolerance of any abuse or maltreatment of children. It is a requirement that all personnel working for the College adhere to and demonstrate they are familiar with the contents of the College's Child Safety and Wellbeing Policy, Child Safety Code of Conduct and all associated policies available at [www.baysidecc.vic.edu.au](http://www.baysidecc.vic.edu.au)*

### Introduction

Bayside Christian College is a coeducational, ELC to Year 12 Christian College. Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church.

### Purpose of the Role

This position is accountable for assisting these students with any personal challenges they may experience, through mentoring, counselling and community programs that promote mental health and wellbeing.

### Objectives

This position is a key member of the College's Pastoral Care Team and will work in collaboration with the other members of this team. The Student Wellbeing Mentor will also provide support and guidance to the College Senior Leadership Team.

In addition to building strong working relationships with the College staff, the Student Wellbeing Mentor will develop and maintain collaborative partnerships for referral pathways and opportunities to advocate in the best interest of Students.

### Responsibilities

#### Relationships:

The Student Wellbeing Mentor (SWM) reports to the Principal and works closely with Heads of the Primary and Secondary, and Education Support Coordinators. This position is a key member of the College's Pastoral Care Team and will work in collaboration with the other members of this team. The Student Wellbeing Mentor will also provide support and guidance to the College Senior Leadership Team.

In addition to building strong working relationships with the College staff, the Student Wellbeing Mentor will develop and maintain collaborative partnerships for referral pathways and opportunities to advocate in the best interest of Students.

### **Working Hours:**

The Student Wellbeing Mentor role is a full-time/part-time position and will be required to work during hours that meet the needs of our students.

While this may primarily be during standard school hours, there may be occasions where the SWM is required to attend staff or parent meetings before or after school.

### **Events Attendance:**

On occasions, the Student Wellbeing Mentor will be required to attend or participate in the following activities:

- Student Leadership Training and Development;
- Excursions, camps, sport days;
- Speech/Thanksgiving/valedictory nights, graduations, House group meetings, assemblies;
- Cultural and Missions trips;
- Lunchtime groups, breakfast clubs;
- Campus services, Easter Services, Christmas Services, Student Leadership Investitures, Staff Services;
- Retreats, worship and prayer gatherings;
- Coaching of sporting teams;
- Bayside Family Network and Parenting programs.

### **Knowledge:**

The Student Wellbeing Mentor adheres to:

- The College's mission statement aims and values;
- Australian Curriculum documents;
- College curriculum-based documents;
- School policies, regulations, expectations and programs, which are updated periodically;
- The Staff Code of Conduct and Staff Handbook;

### **Bayside Christian College Team**

As a valued member of the team of staff, each member of staff:

- Is Called to work in a Christian environment;
- Reflects clear faith and trust in God,
- Demonstrates an appreciation for the Christian culture of the school community and seeks to contribute positively to it and enhance it in their daily interactions;
- Demonstrates loyalty to the College's brand and theological posture;
- Supports the Christian underpinning of the school and its community in words and actions; Actively adopts and upholds the school's mission, vision, values, strategic plan and school improvement plan;
- Speaks the truth in love, communicates effectively and is actively invested in appropriate conflict resolution strategies;
- Demonstrates professionalism;
- Upholds the strictest of confidentiality regarding information and personnel, including students, parents of students, staff, the school and the school's operations;
- Is familiar with and supports school policy and procedures in all activities;
- Demonstrates patience;
- Is responsive to family needs in a professional manner and makes families and visitors feel welcome;
- Demonstrates mature and effective interpersonal skills

### **Responsibilities and Expectations of Student Wellbeing Mentor**

The Student Wellbeing Mentor has areas of specific responsibility across ELC to Year 12 Student Support

- Develops strategies to enhance the school climate so that it is safe, positive and one where all students feel a sense of belonging and connectedness.
- Be a first responder when students are having trouble engaging appropriately in either classroom or the playground.
- When behaviour or inter-relational support is required, ensure that restorative practices are used and work in conjunction with teaching staff, parents and external services to develop plans for intervention and prevention.
- Works towards building student independence and resilience
- Is caring and supportive of students
- Supports inappropriate student engagement firmly, fairly and consistently in line with school policy.
- Acts as a consultant for Teachers in regard to engagement, providing support for ongoing engagement concerns.
- Facilitates small group programs with students to enhance student engagement and wellbeing.
- The ability to work collaboratively with other team members to achieve set goals
- An unwavering commitment to professional record keeping in areas such as mandatory reporting, Child Safe Standards, crisis intervention and support, ongoing pastoral care, and specific government requirements.
- Develop and give life to the Wellbeing Framework
- Provide staff with support program information required for Students
- Proactively make decisions in critical situations
- Engage with emergency services and Child Protection to ensure the safety and wellbeing of students

#### **Staff Support**

- Works collaboratively with all teaching and non-teaching staff to develop, monitor and review classroom practices that promote positive engagement and student wellbeing
- Serves as a consultant for and meets regularly with class teachers of students with engagement or wellbeing concerns
- Supports the professional development of teachers and student coaches
- Works closely with the Student Support Team, Heads of Schools, Coordinators to identify proactive strategies to support students with engagement difficulties
- Collaborate with Heads of Schools and to develop and deliver whole-school programs that proactively enhance student engagement and wellbeing
- Liaises with class teachers to identify student support requirements
- Seeks to develop and maintain harmonious relationships with colleagues, reflecting the love of Jesus
- Participates in and contributes positively to the Student Support Team and Wellbeing Team
- Collaboratively works within the Student Support Team to assist with the NCCD process.
- Support staff in mandatory reporting and parent meetings

#### **Working with Parents**

- Consult with families during the enrolment process of students with engagement concerns
- Facilitates parent meetings to discuss engagement concerns in conjunction with class teachers, Coordinators and Heads of Schools when required.
- Works in partnership with parents and caregivers
- Demonstrates a commitment to positive relationships with parents and the wider community.
- Refer families to GP's, external practitioners and agencies
- Inform parents of mental health (suicidality and suspected mental health conditions), safety concerns and next steps.

#### **Support and Strengthen Engagement**

- Consult with professional and outside agencies as required
- Communicate with all stakeholders (parents, teachers and leadership staff) when required regarding student engagement strategies.
- Critically analyse and evaluate school data to inform decision making
- Assumes responsibility for ongoing professional learning and development.
- Maintains exemplary documentation, records and anecdotal notes
- Collaborate and engage in Peer Supervision

#### **Whole School**

- Understands how students develop and learn
- Inspires and encourages students, staff and parents to pursue authentic relationships and excellence in student engagement and wellbeing.
- Fosters independent and interdependent learning
- Believes that all students have the right to learn and is proactive in eliminating discrimination and harassment amongst students
- Contributes to the devotional and worship program of the College
- Contributes to the community life of the College.
- Models a growth mindset as a lifelong learner.
- Participates in, and assumes responsibility for, additional activities and roles that are invariably associated with the life of the College, e.g. teacher meetings, staff devotions, chapels, assemblies, yard duties, concerts, curriculum and policy development, parent-teacher interviews, parent information evenings and special days.
- Facilitate a whole-school culture of student wellbeing and engagement.

## Specifications

### General accountabilities for all Staff

- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College's professional dress code for staff
- Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- Demonstrate professional and collegial relationships with colleagues
- Demonstrate alignment and support for the ethos of the College
- Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- Be familiar with and comply with all College policies and procedures

### Education and Experience

- Holds qualifications in either counselling, social work, human services or another relevant field;
- Has current First Aid qualifications, or is prepared to undertake the necessary training
- Is actively involved and affiliated with an evangelical Christian Church
- Maintains high integrity and ethical standards
- Ability to work autonomously and within a team environment
- Ability to use initiative, review and improve systems processes
- Committed to upholding the vision and values of Bayside Christian College

*This Position Description may change at the discretion of the Principal and is subject to an annual review.*