ARCHDIOCESE OF BRISBANE

ROLE DESCRIPTION

1. POSITION TITLE

Student Welfare Worker

Position ID:	***CHA/SCHID***
Classification & Agreement:	*Level 5 School Officer Classification structure as per the Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2012*
Location:	School Based

2. PURPOSE AND SCOPE OF POSITION – KEY RESULT AREAS (OUTPUTS)

2.1. Purpose & Scope of Position

This role description relates to Student Welfare Workers engaged under *Queensland Government's 2016-2018 Student Welfare Program* pursuant to the service agreement between the Department of Education and Training and the Queensland Catholic Education Commission for the calendar 2016-2018 years.

The Student Welfare Worker operates as a member of team to assist school communities to look after the personal needs of students through the provision of general spiritual and personal advice. This can include support and guidance about ethics, values, relationships and spiritual issues; the provision of student welfare; and enhancing engagement with the broader community. The Student Welfare Worker contributes to the pastoral care of students and related wellbeing services offered by the school. The role will be enacted differently according to the needs of the specific school at which the role holder is based.

2.2. Key Result Areas

2.2.1. Contribute to and promote the development, alignment, attainment and review of the mission and strategic goals for Brisbane Catholic Education

2.2.2. Work closely with others to promote and develop student wellbeing, emotional resilience, positive relationships and a sense of community

2.2.3. Collaborate with other role holders such as the Campus Minister or APRE in supporting the faith, spiritual and pastoral needs of students

2.2.4. Provide appropriate referrals for students in accordance with school approved protocols and processes

2.2.5. Promote positive partnerships within and beyond the school community

3. STATEMENT OF RESPONSIBILITY

The role holder performs the role cognisant of and in harmony with the vision, mission and values of Catholic Education in the Archdiocese of Brisbane.

The Student Welfare Worker operates as part of a team that provides pastoral care to students. This involves looking after the personal needs of students, through the provision of spiritual and personal advice. The Student Welfare Worker is able to communicate effectively with a diverse group of people and enhance engagement with the broader community.

A specific, school based duty statement is reviewed and negotiated annually with school leadership. This statement should make clear the day to day expectations of the services undertaken by the Student Welfare Worker, taking into consideration local circumstances, time allocation for the position and the key result areas. The school based duty statement shall be negotiated with the Principal at the beginning of the year.

At all times, the School Student Welfare Worker acts in accordance with the Student Protection Guidelines and Code of Conduct pertaining to Brisbane Catholic Education. When responding to the needs of students and providing pastoral care, it is vital that the Student Welfare Worker exercises judicious and prudent judgement. As part of professional practice, the Student Welfare Worker will undertake regular professional reflection with professional colleagues in responding to the needs of students and their families in relating to students pastorally.

It is important that Principals establish and maintain clear professional oversight and supervision of Student Welfare Workers and their work.

4. FUNCTIONAL RESPONSIBILITIES

"Under each of the prescribed functions is a selection of activities in which the role holder might engage. The list is neither prescriptive nor exhaustive"

4.1. Contribute to and promote the development, alignment, attainment and review of the mission and strategic goals for Brisbane Catholic Education

- Contribute to the vision and the mission of Brisbane Catholic Education in a school setting.
- Participate in school staff events, school activities and celebrations as appropriate.
- Promote the ethos and charism of the school community.

4.2. Work closely with others to promote and develop student wellbeing, emotional resilience, positive relationships and a sense of community

- Assist students to develop knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships.
- Act as a role model for students and assist in the development of supportive relationships for, with, and among students.

- Work with and under direction of classroom teachers and school leaders to provide further social, emotional or spiritual support for those students who may be at risk of disengagement.
- Build a sense of community through contributing to school activities such as, significant school community events and school activities and school camps.
- Respond to the personal and spiritual needs of specific students and build student wellbeing through meaningful activities that promote student engagement such as breakfast clubs, peer support programs or mentoring/coaching.

4.3. Collaborate with other role holders such as the Campus Minister or APRE in supporting the faith, spiritual and pastoral needs of students

- Support the development, implementation and review and evaluation of programs to build social, emotional and spiritual wellbeing.
- Assist in the design and development of rites of passage such as leadership induction, birthday celebrations and welcoming new students.
- Gather, analyse and use data and other evidence to support development of future directions of student based wellbeing programs.
- Collaborate with other community members to support spiritual formation activities such as assembly prayer, pastoral group reflection times or school celebrations.

4.4. Provide appropriate referrals for students in accordance with school approved protocols and processes

- Contribute to the development, implementation and continuous improvement of school referral processes to support student personal and emotion wellbeing.
- Provide appropriate feedback and referral in relation to the welfare of students in accordance with approved school processes and protocols.
- Provide appropriate resources for parents/care givers at times of student need.
- Support pastoral care initiatives within the school.

4.5. Promote positive partnerships within and beyond the school community

- Facilitate opportunities for students to connect with groups in the wider community such as community sports teams, parish youth groups or service clubs.
- Connect students within the school community through activities such as sports events, co-curricular activities and school interest based clubs.
- Assist students during times of transition such as commencing school, transition from primary to secondary and leaving school.
- Enhance links between the school and its community, working with school-based support staff and community based youth organisations and networks, including Archdiocesan groups, to support students.

5. AUTHORITY LIMITS

Authority is delegated from the Principal to the Student Welfare Worker to undertake this role. Such authorisation is clearly articulated in the school based duty statement which is negotiated annually.

6. REPORTING & OTHER RELATIONSHIPS

The Student Welfare Worker reports to the Principal who is responsible for their performance and development. The Principal may nominate another senior staff member to undertake this responsibility as their delegate.

The Student Welfare Worker works in a collaborative and collegial manner with other staff members involved in the pastoral care of students such as Pastoral Coordinators, Guidance Counsellors, School Pastoral Workers, Campus Ministers, APREs, and Classroom Teachers.

Student Welfare Workers are supported in their role by the Brisbane Catholic Education Religious Education Services. Opportunities to network and engage in professional learning with other Student Welfare Workers will be provided by the BCE Religious Education Services through structured networking with other Student Welfare Workers.

At times the Student Welfare Worker may need to access the support services of the Student Wellbeing Team in the Brisbane Catholic Education Office. This is normally done through the Guidance Counsellor appointed to the school.

ARCHDIOCESE OF BRISBANE

Eligibility Criteria

Student Welfare Worker

Applicants applying for Student Welfare Worker roles in a Brisbane Catholic Education school must meet the following eligibility criteria:

1. Willingness and commitment to support the mission and ethos of Catholic education.

2. Current possession of or eligibility to possess a Paid Employee Positive Notice Blue Card or meet the suitability requirements for current registration as a Teacher with the Queensland College of Teachers (QCT)

3. Eligibility to work in Australia for the duration of the appointment.

4. Qualifications: Possession of either :
    - a Certificate IV in Youth Work; or
    - a Certificate IV in Pastoral Care; or
    - an equivalent qualification.

Note 1: The certificate or equivalent qualification must include two units of competency in 'making appropriate referrals', 'mental health', 'working with young people or 'cultural awareness and support'.

Note 2: The Student Welfare Worker may be 'working towards' the above qualifications.

Note 3: The Student Welfare Worker is recognised by the school community and Brisbane Catholic Education as having the skills and experience to deliver Student Welfare Services to the school community.