



# Covenant College

Operated by: Geelong Christian Education Association

## PASTORAL CARE/WELLBEING OFFICER JOB DESCRIPTION

<b>EMPLOYMENT TYPE:</b>	Part-Time, Fixed-Term
<b>EMPLOYMENT TERM:</b>	Immediate start until end of Term 2, 2025.
<b>REPORTING TO:</b>	<b>Direct:</b> Principal <b>Indirect:</b> Heads of School, other Principal's delegates.
<b>LOCATION:</b>	Covenant College, 105 Creamery Road, Bell Post Hill (Geelong)
<b>AWARD:</b>	Educational Services (Schools) General Staff Award 2020 <i>*above award conditions apply</i>

### INTRODUCTION

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from Kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 710 students across the school and an additional 60 in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

### VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

### OUR VALUES

- *Christ centredness, Partnership, Discipleship, Community*

Covenant College seeks to be a leading provider in Christian Education and aims to see the following achieved:

- An integration of Christian faith and character in all student learning;
- Excellence in Christian education from a Christian Biblical worldview;
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted;
- A culture where the protection of children is embedded and fostered by the whole school community;
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process;
- The provision of high quality facilities and resources;
- The effective stewardship of assets, both human and physical;
- Students equipped for service and citizenship as an expression of their Christian faith;
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes;
- A culture of continued improvement, professional development and pastoral support among staff and the school community;
- Effective communication with parents and the wider community.

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## **POSITION PURPOSE**

To promote, enhance, support, and facilitate the overall wellbeing and spiritual growth of students within an educational setting, in consultation with other staff (including leadership and wellbeing staff).

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## **GENERAL EXPECTATIONS**

As a Covenant College staff member, it is expected you:

- Are a committed Christian/practising member of an evangelical/reformed church
  - Display a firm commitment to a Christian Worldview and the outworking of that within the College setting
  - Model a lifestyle that reflects Christian practice and beliefs in your everyday work
  - Understand, model, uphold and support the ethos of the College and its Core Values
  - Possess outstanding written, oral communication and organisational skills
  - Possess highly developed interpersonal skills
  - Are willing to be a productive member of our team and to work collegially with the other members of the community
  - Have well-developed ICT skills
  - Demonstrate the ability to work collaboratively
  - Be professional in presentation and attitude
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## **TYPICAL DUTIES / KEY RESPONSIBILITIES**

### ***Christian Ethos / Perspective***

- Provide and model pastoral and wellbeing care to all members of the school community from a biblical perspective.
- In fulfilling all responsibilities, reflect the example of Jesus Christ to students and the wider College community.
- Participate in the devotional life of the college, including attending and contributing to staff devotions as required.

### ***Pastoral Care / Wellbeing***

- Work with staff, including being accountable to leadership staff, to develop and facilitate the implementation of wellbeing programs within the College, that address the social, emotional, mental, and spiritual wellbeing needs of students.
- Collaborate with staff and parents to address student-specific concerns and facilitate their wellbeing.
- Provide individual and group support to students to address their wellbeing needs.
- Work within the accepted ethics of Pastoral practices and under the requirements of legislative requirements relating to Child Safety.
- Respond promptly to critical incidents or emergencies that may impact the wellbeing of students.
- Coordinate crisis intervention efforts, provide counseling support, and liaise with external agencies and professionals as required.
- Where appropriate, collaborate with parents, community organizations, local churches and external mental health professionals and external agencies to establish effective partnerships and referral networks.
- Monitor and evaluate the effectiveness of wellbeing initiatives and interventions and liaise with relevant staff to adjust where necessary.
- Manage record-keeping practices, including records related to child protection, in an efficient, systematic, and transparent way.
- Liaise with teaching staff and support staff to equip and encourage them to provide the highest quality pastoral and wellbeing care throughout the College.

- Serve as a Child Protection Officer of the College.
  - Assist in reconciliation between members of the school community from a biblical perspective.
  - Undertake professional learning to remain up to date with relevant practices in the field and legislative requirements.
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#### **KEY WORKING RELATIONSHIPS:**

- College Leadership staff
- Teachers
- Education Support Staff
- Other Pastoral care/Wellbeing staff

**Note-** The pastoral care/ wellbeing officer is to be accountable to a mentor of their choice (with the approval of the College Principal). The mentor's role will be to act as a referral for second options, advice, and support.

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#### **KEY REQUIREMENTS:**

- Current Working with Children Check / VIT
  - Adherence to College policies and procedures
  - Completion of Child Safe & Mandatory reporting training
  - First Aid Qualifications (HLTAID011)
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#### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

##### ***Essential***

- Strong interpersonal and communication skills to establish effective relationships with a diverse range of students, staff, parents, and external stakeholders.
- Demonstrated ability to work collaboratively and provide leadership in implementing pastoral care wellbeing initiatives.
- Highly developed organizational and administrative skills and the ability to manage multiple responsibilities simultaneously.
- Relevant knowledge of child pastoral care and wellbeing issues, needs and intervention strategies.

##### ***Desirable***

- Qualifications in Counselling, Social Work, Chaplaincy, Pastoral Care and/or related field
  - Relevant experience working with students in an educational setting.
  - Training in Mental Health management practices
  - An understanding of the "Zones of Regulation"
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#### **WORKING ARRANGEMENTS**

This position works onsite.

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#### **OH&S**

All Covenant College employees are responsible for:

- Participating in relevant health and safety training based on roles and responsibilities (Contractors to provide evidence of prior relevant training).

- Participating in the development and implementation of specific OHS risk management strategies as appropriate.
  - Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace.
  - Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.
  - Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.
  - Reporting all injuries, illness or 'near misses' to the Workplace Manager through the CompliSpace Incident Reporting platform.
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## **CHILD SAFETY**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the Covenant College website.

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*\* It should be noted that, while detailed, this job description is not exhaustive, and the Principal may at their discretion vary the responsibilities of according to the operational requirements of the College.*

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## **HOW TO APPLY:**

All applications to be submitted to the Principal, Mr Joshua McEwen via email to: [hr@covenant.vic.edu.au](mailto:hr@covenant.vic.edu.au) and should include:

1. Covenant College Employment Application – Non-Teaching Staff form (found on our website)
2. Cover Letter
3. Curriculum Vitae

**Applications accepted until:** 9am, Tuesday 11 June, 2024