

HEAD OF STUDENT WELLBEING



Position Description

POL:	Head of Student Wellbeing (POL 4)
Time Release:	FTE 1.00 (with 16 Period Time Release)
Reporting to:	Deputy Principal Learning and Wellbeing
Appointment Period:	2 years (2026 to 2027)
Scope:	Whole of the school

About this role

The Head of Student Wellbeing plays a pivotal leadership role in fostering a whole-school approach to student wellbeing that is proactive, inclusive, and grounded in the Catholic identity and Marist-Sion tradition of Catholic College Sale. This role is responsible for leading the development and implementation of a positive, strengths-based wellbeing culture that supports the holistic development of all students. Working closely with the College's House Leaders, and the broader Wellbeing Team, the Head of Student Wellbeing ensures that every student is known, valued, and supported to flourish academically, socially, emotionally, and spiritually.

Reporting Relationships:

Position reports to:	Deputy Principal Learning and Wellbeing
Leads:	House Leaders and Teachers
Key relationships:	College Leadership, Wellbeing Support Officers, Directors of Engagement, Student Formation and Transition Learning Leader, Adjustment Team, Teaching staff, students and parents, and various external welfare agencies.

Key Duties & Responsibilities:

- Champion and model the College's whole-school approach to positive wellbeing, grounded in Catholic values and Marist-Sion spirituality;
- Lead the development and implementation of a proactive, evidence-based wellbeing framework and curriculum that supports student engagement, resilience and flourishing across all year levels, and which incorporates student voice in line with College values;
- Collaborate with the Wellbeing Team, House Leaders, and teaching staff to embed wellbeing practices into daily school life and curriculum;
- Promote a culture of inclusion, respect, and restorative practices in student behaviour management, and ensure behavioural standards are upheld fairly and consistently;
- Liaise with the Deputy Principal Learning and Wellbeing regarding serious behaviour management concerns;
- Provide leadership in case management of students with complex wellbeing needs, ensuring coordinated and compassionate support; build strong partnerships with families, external agencies, and community services;

- Facilitate meetings/mediations/re-entry; and ensure communication with parents/carers is conducted in a timely fashion and in accordance with the College's policy and procedures;
- Communicate regularly with the College community about wellbeing initiatives and outcomes;
- Ensure compliance with all child safety and wellbeing policies, including the Child Protection Policy and Student Attendance Policy;
- Actively contribute to strategic planning and policy development related to student wellbeing;
- In conjunction with the Director of Engagement Year 7-10; Student Formation and Transition Learning Leader; and College Registrar, assist with relevant data collection and analysis prior to students commencing at the College (including Year 7 enrolment, orientation and transition);
- In collaboration with the Assistant Principal Faith and Mission: duties as required regarding the College's Year level Camp and Retreat programs;
- Perform other duties as directed by the Principal.

Other:

- Conduct Annual Review Meetings of selected relevant staff;
- Create and manage all related budgets.

All applicants should note that this role description is not intended to be a prescriptive document and therefore *may* evolve as the position develops and forms.

Key Selection Criteria:

Qualifications & Experience

- Suitable academic qualifications with current VIT registration. Post-graduate studies desirable or a preparedness to pursue them;
- Accreditation to teach Religious Education or Lead in a Catholic School, or preparedness to work towards;
- Relevant experience in the Wellbeing space and/or additional qualifications relevant to the role;
- Demonstrated middle leadership experience;
- Demonstrated strategic thinking and provision of advice to drive and lead outcomes.

Personal Attributes & Skills

- Passion and enthusiasm for teaching, with current knowledge of educational theory and practice;
- Demonstrated leadership capacity to realise the strategic vision and mission of the College and inspire others in its achievement;
- Exemplary communication skills and an ability to develop capacity in others, through coaching and mentoring;

- Demonstrated understanding of how to lead an effective team, and ability to drive and lead change to build a culture of continuous improvement;
- Exceptional personal standards of honesty, integrity and professionalism, and ability to remain calm under pressure;
- Proactive in promoting positive relationships for the benefit of our students and demonstrate a willingness to work effectively across a variety of teams.

Our Commitment to Child Safety

Catholic College Sale is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Code of Conduct and Child Safeguarding Policies, and to hold a current Working With Children Check (WWCC).