

	Position Title: Student Wellbeing Coordinator		Team: Berry Street School		Region: Morwell Campus
	Supervisor: Leader of Student Wellbeing & Daily Operations	Delegations and Authorities: In Line with Delegations Policy	Band: A	Date Completed: 12 February 2018	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focused advocacy and knowledge sharing.</p>	<p>The Berry Street School caters for young people primarily aged 12 to 18 years who have become disengaged from mainstream education. The school currently has 4 campuses - at Noble Park, Ballarat, Morwell and Shepparton. Each campus delivers the trauma-informed Berry Street Education Model. The school offers an adaptation of the AusVELS Curriculum for years 7-10 and the Victorian Certificate of Applied Learning (VCAL).</p> <p>Many students referred to Berry Street Education Services have experienced trauma in their lives as result of neglect, abuse, violence, or being witness to violence or disrupted attachment. Our students may have significant gaps in academic achievement and have found it difficult to learn in a group setting while presenting behavioural and social problems in school.</p>
<p>OUR VALUES</p> <p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>PRIMARY OBJECTIVES OF THE ROLE</p> <p>The Student Wellbeing Coordinator:</p> <ul style="list-style-type: none"> • Plays a key role in implementing the trauma-informed model of education at the Morwell Campus of the school. • Plays a key role in the implementation of student wellbeing strategies and programs. • Provides support to students. • Provides support and advice to campus staff. <p>REPORTING RELATIONSHIPS</p> <p>This role is based at our Morwell campus. It is part of the broader Education Team which also includes a Lead teacher and class Teachers. This role reports to the Leader of Student Wellbeing & Daily Operations who will provide supervision and review.</p> <p>This is a fixed term position from April 16th to November 16th 2018.</p>

KEY SELECTION CRITERIA

- Demonstrated ability and experience in the effective engagement of young people with complex needs.
- Understanding of schools, and their day to day operations.
- Understanding of the effect of trauma and its effect on the capacity of young people to engage with education and learning.
- Understanding of the interface between the education and welfare sectors.
- Strong team building skills.
- Strong conflict resolution skills.
- Effective organizational and administrative skills and experience.
- The ability to work effectively with students, staff, parents/carers and allied professional staff.
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in education, social work, welfare or youth work is required.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience in an education setting is desirable
- Training and experience in implementing restorative justice with young people

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
Teaching and Learning	<ul style="list-style-type: none">• Have an active role in promoting and maintaining on task student learning• Support the processes for the development and implementation of Individual Education Plans that set clear goals for all students• In collaboration with the Leader of Student Wellbeing & Daily Operations, develop individual behaviour management plans for students as required• Support and collaborate with staff in the implementation of behaviour management plans, providing practical assistance as required
Student Wellbeing	<ul style="list-style-type: none">• Attend enrolment interviews, and be involved in the orientation of the students to the campus• Promote and facilitate participation by all students and teachers in the school as a learning community• Monitor student wellbeing and report any issues to the Head of Campus.• Develop proactive systems to promote and monitor daily student attendance• In consultation with the Leader of Student Wellbeing & Daily Operations, organise and lead recreational activities with students• In consultation with the Leader of Student Wellbeing & Daily Operations take responsibility for the organisation of school excursions• Liaise with students' case managers and other workers, attend care team meetings as appropriate, and report back to school staff• Support the development of appropriate student wellbeing policies and programs, and contribute to the successful implementation of these approaches within the campus, providing practical assistance as required• Support the development and implementation of programs and strategies that address and support diversity
Staff Development & Support	<ul style="list-style-type: none">• Participate in professional development that improves staff skills and knowledge and leads to improved student outcomes• Participate in staff meetings• Participate in team building activities and opportunities

Management & Administration	<ul style="list-style-type: none"> • Record student attendance and follow up with families/ carers and case managers • Maintain appropriate records in line with school requirements • Ensure that all practices within the program are in accordance with relevant Berry Street policies and guidelines and Berry Street values • Represent Berry Street School at meetings and forums for individual clients, the program and the organisation as required • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • The Berry Street School is a child safe environment. Our school has a Child Safety Code of Conduct and actively promotes the safety and wellbeing of all students. All school staff are required to protect students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards as detailed in Ministerial Order No 870.
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CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight.
2. This position is a fixed term contract from April 30th to November 16th 2018.
3. You will initially be employed at our Berry Street School – Morwell Campus. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
4. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
5. The base salary for this position is Education Senior Worker \$66,164.10 per annum under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identify and qualifications (where relevant).
8. The successful applicant must possess a current Working with Children Check, or must apply for one prior to commencing employment.
9. The successful applicant must possess a current Driver's Licence, which must be sighted.
10. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
11. Under Victorian Work Cover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
12. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Daily
	Be exposed to all outdoor weather conditions	Occasional
	Work back to back shifts	Rare
	Wear personal protective equipment (e.g.: rubber gloves) to provide protection from potential infectious and hazardous substances	Daily
	Work in unstructured environments (e.g. outreach)	Daily
	Work office hours with the possibility of extended hours	Daily
	Work in an open plan office	Daily
	Work in buildings which may be two-story	Daily
	Sit at a computer or in meetings for extended periods	Regular
	Present at court and other jurisdictions	Occasional
Manual Handling	Undertake manual handling (e.g. lifting, moving, transferring, twisting, restraining, supporting) of clients	Occasional
	Undertake manual handling (e.g. lifting, pulling, pushing, moving, transferring, digging, twisting, restraining, supporting) of equipment, which would be of varying weight and size	Occasional
People Contact	Work with clients who may have a physical or sensory disability	Daily
	Liaise with government, non-government and community organisations	Daily

	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police	Daily
	Interact with clients and members of the public who could display verbal or physically challenging behaviour	Daily
	Support and participate with clients in recreational activities (e.g. gardening, ball games, swimming, walking, camping, hiking, trampolining, tennis, cricket)	Regular
	Facilitate access to specialist, generic and community services	Daily
	Undertake supervisory, recruitment, training and professional development activities	Daily
	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data	Daily
Administrative Tasks	Undertake intensive administrative tasks, which include computer work, report writing (e.g. financial reports), participating in meetings and concentrating for long periods of time	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, electronic whiteboards	Daily
	Drive vehicles possibly over long distances and in all traffic and weather conditions	Daily
Transport	Use public transport including trains, buses, trams and taxis	Occasional
	Drive vehicles with possible distractions from client behaviour, verbal or physical	Regular
	Undertake general household duties (e.g.: food preparation, sweeping, dusting, shopping, mopping, vacuuming, laundering, gardening, cooking, cleaning baths, showers and toilets)	Occasionally