

POSITION DESCRIPTION

Business unit:	The Glenleighden School
Position title:	Student Wellbeing Lead
Employment type:	Permanent
Reporting to:	Head of The Glenleighden School
Date position reviewed:	November 2021

About SALDA

Speech and Language Development Australia (SALDA) is the nation's peak body supporting and advocating for the needs of children and young people with speech, language and related disorders. For over 40 years our not-for-profit organisation has developed a unique, multidisciplinary approach to helping children and young people with Language Disorder to find their voice.

When people have a voice their thoughts, feelings and aspirations are recognised by others. They possess the capacity to make an impact, both on their own personal situation as well as the broader community, through their actions and words.

SALDA provides a range of services including The Glenleighden School, School Support Services, Allied Health Services, Professional Learning, and Research and Advocacy.

SALDA' Vision, Mission and Values

Our vision is to be the leader in ensuring extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, enabling them to find their voice.

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Position summary

The Student Wellbeing Lead works within The Glenleighden School alongside the Allied Health Services team to support the wellbeing and readiness for learning of the students from Prep to Year 12.

The role provides individual, small group counselling / guidance and wellbeing programs as well as whole class programs to enhance the social-emotional, and behaviours framework of the school. This role will also oversee barriers that may impact students' access to learning such as monitoring student school attendance, medical needs and under the direction of the Head of School ensuring necessary supports are provided for at risk children.

Main duties and responsibilities

The key responsibilities of the position include, but are not limited to:

- Day to day operations of the wellbeing program for students.
- Proven ability to lead others in relation to student wellbeing and pastoral care.
- Develop a positive rapport with students and their parents.
- Provide individual counselling/guidance and consultancy to students and/or their parents to support the students' wellbeing needs within their educational setting.
- Make referrals to and liaise with external professionals, including Psychologists to support student wellbeing as required.
- Communicate and plan evidence-based interventions in collaboration with school staff, relevant professionals and parents.
- Track individual students and general student issues over a period of time and responding in a manner that maximises the chance of recognisable improvement.
- Enhance the capability of staff in relation to academic support through effective provision and facilitation of student wellbeing programs and resources.
- Assist students to realise their potential by supporting their emotional and social wellbeing.
- Effectively intervene with students who are experiencing emotional difficulties. This includes using in-house resources to address low level problems, as well as possessing the judgement and the network to outsource high level problems.
- Provide input into the development and maintenance of the school-wide behaviour support program, procedures and policies in conjunction with the Well Being Team and overseen by the Head of School.
- A working knowledge of the Child Protection Policy and liaison with the Department of Child Safety and other mental health organisations as required.
- Provide academic support for students in response to internal and parental requests.
- Monitor and provide feedback on student progress as required.
- Revise support where academic performance does not improve.
- Contribute to the Student Wellbeing Program.

- Assist with in-service of staff on skills and strategies which support the emotional, social and behavioural wellbeing of students.
- Provide reports to designated personnel regarding interventions and their outcomes.
- Contribute to the co-curricular program.
- Manage first aid, student medication and monitor related documentation.
- Update TASS data regularly in relation to student wellbeing.

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

Essential:

- A minimum of Bachelor's Degree in Education or Graduate Diploma in Education from an approved tertiary institution.
- Registration with the Queensland College of Teachers.

Desirable:

- Diploma of Counselling
- Eligibility for membership of the Australian Guidance and Counselling Association.

Knowledge, skills and experience

- Knowledge of active support skills for school wide positive behavior support.
- Knowledge of mandated reporting for students at risk.
- Experience working within a school environment.
- Experience in counselling students with a disability.
- Ability to implement programs for small groups and/or individual students with a language disorder.
- Well-developed skills with a range of computer programs.
- Well-developed written and oral communication skills.
- Experience working within a multi-disciplinary team.

Mandatory Requirements

- NDIS Worker Screening Check Clearance.
- Blue Card or Exemption Card.
- Driver's Licence.
- First Aid Certificate.

Working Relationships

- The Student Wellbeing Lead will report to the Head of School.
- The Student Wellbeing Lead will work closely with all staff.
- The Student Support Officer will build positive relationships with management, administrative, therapy and education staff throughout the organisation as well as with parents, schools, medical professionals and key contacts across Queensland.

