



PASTORAL CARE WORKER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The aim of the Pastoral Care Worker is to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader College community.

The Pastoral Care Worker promotes the philosophy of the College as outlined in the Mission and Vision Statement. The Pastoral Care Worker will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and Code of Conduct and any other policies or procedures relating to Child Safety.

KEY RESPONSIBILITIES

- Supporting student attendance, engagement and mental health.
- Supporting students in difficult or challenging situations such as during times of grief.
- Providing students with referrals to specialist services when required.
- Providing pastoral care and guidance to students about values and ethical matters.
- Supporting physical, emotional, social and intellectual development and wellbeing of students.
- Supporting an environment of cooperation and respecting a diversity of cultures and traditions.

QUALIFICATION AND EXPERIENCE

- Certificate IV equivalent or higher qualification that includes competencies in:
 - mental health and making appropriate referrals, and
 - providing pastoral care or working with youth.
- Experience supporting the general wellbeing of students and the school community.
- Experience in providing services to improve student engagement and connectedness.
- Experience in delivering wellbeing services within a multidisciplinary team.

SKILLS

- Ability to foster a safe, inclusive and supportive learning environment.
- Ability to operate within the school community and with external providers, including providing students with referrals to specialist services when required.
- Ability to support schools and teachers to identify and develop educational, social and emotional programs to support students.
- Discretion and confidentiality in dealing with sensitive information.

Variation to Role

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reporting Relationships

Reports to	Deputy Principal Students
Internal Liaisons	Director of Student Wellbeing, Year Level Leaders, Homeroom Teachers, College Counsellors, Student Health and Wellbeing Team.
External Liaisons	Relevant organisations and authorities
Conditions	Education Support Category B Level 2-8 - \$36.54 per hour 10 hours per week Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	1 year – 2026