



## **SACRED HEART GIRLS' COLLEGE**

### **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 Pastoral Care Worker provides pastoral care to support the emotional wellbeing of students and contributes to the emotional wellbeing of the broader College community. The Pastoral Care Worker liaises with and works closely with other staff members with key pastoral care and wellbeing responsibilities.

#### **Key Responsibilities**

- Initiating and implementing student wellbeing programs and activities.
- Supporting student attendance, connectedness, engagement and mental health.
- Providing pastoral care and guidance to students.
- Supporting physical, emotional, social and intellectual development and wellbeing of students.
- Supporting an environment of cooperation, respect and inclusivity.
- Utilising student data and student voice to respond to student needs.
- Providing students with referrals to specialist services when required.

## Qualifications 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 in supporting the wellbeing of students and the College 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 College community and with external providers, including providing students with referrals to specialist services when required.
- Ability to support College staff 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

<b>Reports to</b>	Deputy Principal - Students
<b>Internal Liaisons</b>	Director of Student Wellbeing, Year Level Leaders, College Counsellors.
<b>External Liaisons</b>	Relevant organisations and authorities
<b>Conditions</b>	Appointment as per the VCMEA 2022 or its successors Education Support Category B Level 2-8 - \$35.47 per hour 10 hours per week
<b>Appointment Time</b>	1 year