
POSITION DESCRIPTION – PREP-YEAR 3 WELLBEING TEACHER

History	June 2024, November 2023
Purpose/Scope	Supporting students and staff within the Junior School (P- 6) to create an environment which promotes the physical, emotional, social, intellectual and spiritual development and wellbeing of all students.
Accountability	Deputy Head of Junior School and ultimately the Executive Principal
Relates to	Deputy Head of Junior School, Year 4-6 Wellbeing Teacher and Coordinator, Junior School Student Wellbeing Support Workers, Head of Learning Enrichment, Director of Student Wellbeing
Qualifications	Current Queensland Teacher Registration. Psychology or counselling and/or additional qualifications in areas of social work, theology, or similar (preferable).
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none">• Have a personal faith and commitment to Jesus Christ• Contribute to the Christian culture of the College• Self-motivated, demonstrates initiative and flexibility• A strong interest in and demonstrated ability to develop valuable educational experiences using creative, student-centered approaches to learning.• Excellent interpersonal and communication skills including empathy and an ability to develop and maintain strong working relationships with key stakeholders.• To prioritise and effectively manage work-load• To professionally communicate in both written and oral form• Be reliable and punctual• Demonstrate a commitment to maintaining professional knowledge and skills• Maintain confidentiality, discretion and honesty• Ability to initiate, innovate and adapt services to meet changing requirements.• Appreciate the place and timing of fun and a sense of humour
Responsibilities	<p>Provided below are the primary responsibilities for this position. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Profile will be reviewed as necessary.</p> <ul style="list-style-type: none">• Work in partnership with DHOJS, Student Wellbeing Coordinator, Support Worker, students' families, and colleagues to support wellbeing outcomes for all students• Maintain a personal student caseload (as directed by the Student Wellbeing Coordinator) and maintain detailed documented student records• Be an active member of the Students at Risk Register, attending meetings and contributing to proactive support measures• Plan, teach, assess and report on the Health strand of the Health and Physical Education learning area of the Australian Curriculum• Plan and teach lessons around the Personal and Social Capabilities and Digital Literacies of the Australian Curriculum along with other relevant social and emotional learning.

- **Oversee the running of the Junior Library:**
 - Create an environment that encourages and empowers students to read, view, listen and respond to literature
 - Promote an energetic library environment whereby students and staff have access to a diverse range of services, staff, and resources to support curriculum and wellbeing needs
 - Select a wide range of literature in print and digital formats that reflect diverse student interests, development, and abilities.
 - Oversee library assistants

Reference Documents [NCC Child Protection Policy](#)
[NCC Staff Code of Conduct](#)
[NCC Enterprise Agreement](#)
[NCC Staff Dress Code Policy](#)

Appraisal Key Performance Indicators (KPIs) established in consultation with Supervisor
It would be desirable to establish KPI's within 2 months of commencement.

Review Annually.

Salary In accordance with levels set out in the NCC Enterprise Agreement.

Hours of Work As per contract.