



The Perth Waldorf School

ABN 35 741 776 852

PO Box 1247 Bibra Lake WA

6965 14 Gwilliam Drive Bibra Lake

Tel: (08) 9417-3638 Fax: (08) 9417-5354

Email: pws@pws.wa.edu.au

Job Description: Student Services / Wellbeing Coordinator

The Student Services / Wellbeing Coordinator will work collaboratively with the High School Coordinator, the Learning Support Coordinator and the Class Guardians to ensure that each student is known, supported and challenged. These staff work as a team to ensure the holistic, social and emotional wellbeing of the students.

The Student Services / Wellbeing Coordinator is responsible for providing a wide range of non-academic support to staff and students during their experience at PWS. This might include supporting mental health, behaviour management and career advice.

This position will establish ongoing communication and positive relationships with students, peers, faculty and external contacts to ensure students are provided with the best possible support and guidance.

Key knowledge and skills in working with staff and students:

- Support an environment that is safe, positive, caring and respectful;
- Be enthusiastic in promoting student learning;
- An overriding commitment to, and high aspirations for, holistic learning and student wellbeing;
- Advise students on the provision of resources available, this includes external counselling and mental health services;
- Follow up on students with above average absenteeism and support their education while absent, while encouraging their return to school where possible;
- Provide discreet opportunities for providing guidance and support to students, by providing one to one appointments or drop in sessions;
- Support students to develop strategies and techniques to self-manage their wellbeing, anxieties, behaviour, study techniques etc. This may be on a one-to-one basis or general awareness-raising activities with students;
- Provide an effective and skilled response to students who may be at risk to themselves or others, or who may be agitated, distressed or anxious; identifying student needs and addressing those according to urgency and priority;
- Answer student enquiries, listen to student complaints, concerns and difficulties arising;
- Follow up with students and families who have been referred to external services;
- Experience using Restorative Practice to facilitate communication and resolve conflict between parties;
- Advise students with regards to future pathways;
- Provide student induction / orientation for new students during the year;
- Support the Class Guardians in implementing and following up on behaviour management strategies.

Key knowledge and skills in professional practice

- Strive for continuous improvement through reflective practice, professional learning and participation in a supportive performance review and development process;
- Work collaboratively and positively;
- Adhere to policies;
- Uphold school values and the school ethos. This includes being open to learning about the philosophy behind Steiner Education;
- Have a deep understanding of the social and emotional issues confronting adolescents;
- Be able to support the implementation of the school behaviour management policies;
- Maintain thorough and up to date knowledge and understanding of policies, issues and legislation relating to support for students;
- Develop and maintain appropriate, reliable and updated record keeping systems and complete all relevant procedures for the purpose of accurate record keeping;
- Undertake project work to plan, develop and coordinate new and continuing initiatives which support student growth and progress into adulthood. This may include participation in activities such as career awareness initiatives like Try-A-Trade or University Expo;
- Contribute to establishing policies and procedures to ensure that all students maximise their learning through quality pastoral care approaches, programs and education including the necessary support and initiatives to enable each student to develop a sense of identity and personal worth.

Key personal qualities and competencies

- The ability to communicate effectively, develop others, be self-aware, have drive and purpose, be an influencer;
- Demonstrate a willingness to share ideas and perspectives and encourage others to do the same;
- Build trust, demonstrate honesty, keep commitments and behave in a consistent manner;
- Ability to work under pressure whilst maintaining a sense of perspective, your equanimity and a sense of humour;
- The ability to work flexibly and collaboratively with staff and students.
- Have good interpersonal skills as well as good written and verbal communication skills.
- Ability to coach students and staff towards self-awareness and to co-design action plans for change.
- Lead by example
- Enjoy what you do

Line Management

The High School Coordinator will supervise and guide your role.

The School Administrator will be your employer.