

POSITION DESCRIPTION

WELLBEING LEAD

DEPARTMENT	ECG Secondary College (ECG)
REPORTS TO	Associate Principal — Wellbeing & Inclusion
DIRECT REPORTS	Wellbeing Team (Youth Workers and Counsellors)
DATE	April 2026
POSITION OBJECTIVE	Leading wellbeing initiatives across the college to achieve high quality service provision and wellbeing support to our students.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * *Integrity*
- * *Inclusion*
- * *Quality*
- * *Collaboration*
- * *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

The Wellbeing Leader will work under the strategic leadership of the College Principal and Associate Principal — Wellbeing & Inclusion. They will lead and manage the operations of the College Wellbeing Team across our 6 sites — Leongatha, Warragul, Pakenham, Toomah Community Centre, Dandenong and our Virtual Campus to help support student’s personal, social and emotional wellbeing and development.

ROLE SPECIFIC RESPONSIBILITIES

- Empower the Wellbeing Team to promote and provide activities that encourage a sense of belonging and engagement within the school community.
- Facilitate a preventative approach to wellbeing support including supporting the Wellbeing Team in developing student’s skills and knowledge in areas such as self-regulation, social and emotional wellbeing, and physical and mental health.
- Provide direct operational support to the Wellbeing Team in the management of complex cases and any critical or traumatic incidents which impact individuals, families or the community.
- Lead the College Wellbeing Team and develop their capacity and expertise including creation of an induction process for new Wellbeing staff and supporting the performance and development of the Wellbeing Team.
- Support the Wellbeing Team in ensuring their mandatory reporting requirements, their application of College policy, Sharing of Information, position description key performance indicators, professional learning and Child Safety requirements are being met.
- Undertake relevant administration duties, including chairing Wellbeing meetings and documenting interventions and program outcomes which provide direction to the Wellbeing Team.
- Periodically contribute to the review of school level data and contribute to strategic decision making and planning.
- Together with the College Leadership Team, assist in presenting wellbeing initiatives and relevant professional learning at staff meetings.
- Liaise at the College level with key stakeholders including external service providers in order to build and develop referral networks and agencies with high engagement for identified at-risk students.
- Liaise with teachers, learning support staff and the Wellbeing Team to identify and support areas of need for students.
- Contribute to the safety of all students by adhering to the child safe policies, procedures and codes of conduct to ensure all students with CCG are in a safe and inclusive learning environment. CCG is a child safe organisation and is committed to the safety and wellbeing of all students. CCG has zero tolerance for child abuse.
- Demonstrate, by personal behaviour, the values of Community College Gippsland.
- Any other duties as directed by the School or Assistant Principal.

The tasks and responsibilities outlined in the job description may be changed throughout the course of employment to meet business requirements. Changes and additions to the role will be directed by the appropriate Manager.

ORGANISATION WIDE RESPONSIBILITIES

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

KEY SELECTION CRITERIA/CAPABILITIES

- The candidate should demonstrate experience and practical application of the following capabilities within a work setting.
 - **Communication and Engagement:** Considers student voice and engagement when designing, managing and improving service models and practice, raises critical issues and encourages and supports professional discussion that seeks resolution, considers student voice and engagement when designing, managing and improving service models and practice and manages complex communications so as to build understanding and respond non-judgementally to divergent viewpoints and issues which may be personally uncomfortable
 - **Teamwork:** Build collaborative relationships and partnerships with advocacy groups, cultural advocates, community leaders, service providers, government, health and community services, demonstrates flexibility, shows initiative and responds quickly when situations change within the team and shares information about youth work supports within the school community to build knowledge and increase access.
 - **Resilience and Self Care:** Seeks out appropriate training, resources, and supervision to build their capability and deliver quality, best practice support, identifies workplace safety risks including psychological safety, for themselves and others and recommends approaches to reduce harm, and participates in and encourages others to debrief, review and reflect on their practice with peers and experts, including those with lived experience.
 - **Advocacy and Support:** Recommends processes to resolve conflicts of interest, legal, regulatory and ethical issues in line with organisation values, researches best practice examples, models, tools, practice leadership and resources relevant to young people needs, culture and circumstances and demonstrates a deep understanding of the principals that underpin youth work including the rights of young people as established in UNC on the Rights of the Child.
 - **Cultural and Social Competency:** Addresses non-inclusive behaviours, practices and attitudes within the organisation through appropriate channels, recommends practices, tools and procedures to ensure that individuals can participate to their fullest ability, demonstrates cultural sensitivity, and engages with and integrates the views of others into practice and looks for practical ways to resolve any barriers to including people from diverse cultures, backgrounds, identities and experiences.

QUALIFICATIONS & ADDITIONAL REQUIREMENTS

Required

- A four-year Bachelor's Degree with post graduate qualifications is the minimum required for this position, either in the fields of counselling, psychology, social work, mental health or another relevant related area.
- At least 2 years' experience in management and/or leadership in an education or welfare setting.
- Demonstrated capacity for, or experience in, working with young people, particularly vulnerable and at-risk cohorts, and particularly in a school or welfare context.
- PACFA Clinical or ACA Level 3 registered.

MANDATORY REQUIREMENTS

- Clear Police Check
- Valid Working with Children Check
- Current Victorian Drivers Licence

FUNCTIONAL RELATIONSHIPS

Key Internal	Key External
Wellbeing Team (Youth Workers, Counsellors)	Welfare Services
Students	

DECLARATION:

I have read, understand, and accepted the above Position Description and understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: