

Job Description

Primary School Wellbeing Coordinator

Summary

The motto of Kesser Torah College (KTC) is *'We grow minds and nurture character, guided by the Torah'*.

At KTC, we believe teaching and guiding children to develop their personal character and behaviour is an essential component of education and of being an educator. In addition to teaching academic knowledge and skills, we acknowledge and value, that together with parents, our school plays an important role in helping students develop their capacity to make good behaviour choices. In particular, we strive to teach our students to demonstrate respect, kindness and compassion, to themselves, their peers, their teachers and the wider community.

As human beings, children, like adults, can make mistakes and poor choices. These are learning experiences which provide students the opportunity for introspection and restorative action.

These are essential principles of the Torah, and are explored in more detail in the school's 'Principles of Behaviour and Character Development' document.

Selection Criteria

- Is passionate about working with children, helping them to become the best version of themselves
- Well-developed communication and interpersonal skills with the capacity to build relationships with, and engage, students, staff and parents
- Exceptional time-management, planning and organisational skills
- Proven ability to multi-task and work effectively to deadlines
- Excellent team leader and proactive team player
- Demonstrates initiative, creativity and flexibility
- Demonstrates conflict-resolution skills and a positive approach to problem-resolution

Scope of Position

The Wellbeing Coordinator (WC) will provide day-to-day support for students and staff with matters related to student wellbeing and behaviour. The WC will also develop and support initiatives and programs that promote good behaviour choices and student wellbeing throughout the Primary School. As a member of the Primary School Wellbeing Team, the WC will work collaboratively with all members of the Wellbeing Team.

The WC reports to the Head of Primary. The WC will also work closely with the Deputy Head of Primary.

The WC is an 0.6 FTE load, with the potential of a full-time role which would include teaching responsibilities.

Responsibilities

The Wellbeing Coordinator's responsibilities include:

- being the first point of contact for Primary School (PS) parents related to wellbeing and behaviour issues
- mentoring, leading and supporting the Wellbeing Support Teacher (WST)
- on-the-ground support for staff and students when students demonstrate behaviour that is beyond the capacity of the classroom or duty teacher
- on-the-ground support for staff and students for the management of general behavioural and welfare incidents that occur during the course of the school day.
- the management of significant behavioural incidents

- the management of behavioural incidents that occur outside of school, such as on the school bus or at interschool sport
- overseeing the management of the behaviour slips system, including,
 - supporting the WST with applying the Green Behaviour Level, according to the PS Student Welfare & Behaviour Management policy
 - providing supports and consequences as appropriate at the Yellow Behaviour Level, according to the PS Student Welfare & Behaviour Management policy
 - timely communication with the Wellbeing Team regarding students who demonstrate continued misbehaviour so that appropriate supports can be discussed and actioned
 - passing students over to the Deputy Head of Primary and/or the Head of Primary who need to be placed on a behaviour level beyond the Yellow Behaviour Level, as outlined in the PS Student Welfare & Behaviour Management policy
- providing positive behavioural supports for students, such as the 'My Targets' card, and prioritising helping students and staff to see poor choices as an opportunity to learn, make amends and grow
- the management of students requiring additional support and higher-needs students, including the development of support and functional behaviour plans
- working collaboratively with parents, allied-health professionals and staff to support students
- providing clear and timely communication to parents and staff in relation to the management of all behavioural incidents
- timely and effective documentation of the management of behavioural incidents and behaviour levels
- supporting teachers with their Behaviour Management goals and providing redirection when required
- management of the Positive Behaviour Program (MAD Token program)
- supporting the implementation of Wellbeing and Behaviour initiatives and programs, such as the Uniform Initiative and Four by the Door
- supporting the implementation of Wellbeing initiatives, programs and events, such as Social and Emotional Learning, cyber safety and special Wellbeing Days
- regularly meeting, consulting and collaborating with the Wellbeing Team
- overseeing the management of the Teacher Aides, including:
 - facilitating onboarding
 - facilitating social & emotional and teaching & learning training
 - facilitating training and support specific to students and/or classes the Teacher Aide is working with
 - organising up-to-date student profiles and background information for Teacher Aides
 - Teacher Aide timetables
 - adjusting Teacher Aide support when unexpected changes need to be made

Acknowledgement and Acceptance

By signing this document, I accept the conditions and requirements of the position.

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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