

# Education Support Officer

## Student Wellbeing & Behaviour Support Coordinator

### Job Specification

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#### Summary and Purpose of Position and its Responsibilities

The Student Wellbeing & Behaviour Support Coordinator plays a key role in supporting student wellbeing, behaviour and engagement across the school. The position focuses on implementing proactive and responsive strategies to support students' social, emotional and behavioural development.

This role works closely with the Executive Leadership Team (ELT), staff, students and families to promote a positive, inclusive and supportive learning environment, underpinned by our bespoke Positive Behaviour for Learning (PBL) framework.

#### Role Accountability and Working Relationships

This position is directly accountable to the Deputy Principal(s).

### Terms and Conditions of Employment

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- This position is classified as an Education Support Officer - Level 4.
- The position is subject to the terms of the St Peter's Woodlands Grammar School Inc. Enterprise Agreement 2023.
- This is a temporary part-time position, working 40 weeks per year, Monday to Friday 8am – 4pm.

### Role Description

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#### Key Responsibilities / Duties

- Provide targeted support for students with diverse needs, including trauma backgrounds, ASD, PDA, and ADHD.
- Work collaboratively with staff and the ELT to implement behaviour support strategies across the school.
- Proactively identify and respond to emerging wellbeing or behavioural concerns.
- Support students' wellbeing and behaviour needs using the Positive Behaviour for Learning (PBL) framework and appropriate regulation strategies and tools.
- Maintain accurate and detailed wellbeing and behaviour records in the school database.
- Provide social and emotional mentoring for students.
- Liaise and work in partnership with families as required.
- Any other tasks as may be requested by the Principal or member of the Executive Leadership Team.

### Person Specification

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#### Essential Skills and Abilities

- Demonstrated high level of flexibility and adaptability in responding to student and school needs.
- Demonstrated experience in behaviour management using a Positive Behaviour for Learning (PBL) approach and restorative practice techniques.



- Demonstrated ability to show initiative and work independently in supporting students.
- Demonstrated sound knowledge of student regulation strategies and an understanding of trauma informed practice.
- Demonstrated experience working collaboratively with families, staff and leadership.
- Demonstrated understanding of how the classroom environment operates and how strategies can be implemented to support management within the classroom.
- Demonstrated ability to manage your time independently and effectively.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to work cooperatively with others.
- Demonstrated ability to present positively and confidently at all times.
- Demonstrated compassionate and student centred approach.

### Essential Experience

- Demonstrated experience working with children with ASD, PDA and ADHD.

### Essential Qualifications

- Mandatory Notification Certificate or the willingness to undertake the same
- Current WWCC Police clearance or the willingness to undertake the same
- First Aid Certificate or the willingness to undertake the same
- Protective Practices Training or the willingness to undertake the same
- A willingness to contribute to the Christian ethos of the school

### Desirable Qualifications

- Qualifications in School Wellbeing Support, Counselling, Psychology, Behaviour Support or similar.

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

