

Student Wellbeing Officer

Position	Student Wellbeing Officer	Stream	School Services
Reports to	Senior YSO/Service Coordinator	Status Fixed Term	Part Time (Negotiable - 0.4-0.6)
Award	Educational Services (Schools) General Staff Award	Classification	Wellbeing Services Grade 2 Est: \$70-78,000 pro rata + Up to \$15,900 NFP Tax benefits
Risk Level	Does the position require a Blue Card? Yes	Resources	Laptop, Mobile
Level	Employees at this level provide wellbeing, mentoring and engagement support to children and young people within established organisational and school frameworks.		

About the role: As a Student Wellbeing Officer, you will work alongside children, young people, families and schools to strengthen wellbeing, resilience, engagement and positive participation in learning and community life. Working as part of a School Support Team, you will build positive relationships with students, provide mentoring and wellbeing support and facilitate activities.

Key Outcomes:

Position (specific) responsibilities

Social and Emotional Support

- Build positive, supportive and professional relationships with children and young people.
- Support students to develop confidence, resilience, social and emotional skills, positive relationships and constructive behaviours.
- Provide mentoring, encouragement and practical support that promotes wellbeing, engagement and participation in school life.
- Assist students to identify strengths, interests and positive goals.

Wellbeing and Engagement

- Deliver approved wellbeing, resilience, social skills and engagement activities for individuals and groups.
- Support school-based wellbeing initiatives and activities that strengthen confidence, belonging, inclusion and social connection.
- Encourage positive participation in learning, school activities and community life.

Family and Community Connections

- Work collaboratively with families, school staff, community organisations and support services to promote student wellbeing and engagement.
- Provide information about available services, programs and supports and assist families to connect with appropriate opportunities where required.

Educational Support

- Support student engagement, participation and attendance in learning.
- Assist with classroom, school and wellbeing activities as requested by school staff and approved by the organisation.

Activities, Administration and Compliance

- Participate in excursions, camps, events, workshops and activities that support student wellbeing and inclusion.
- Maintain accurate records, activity notes and administrative requirements in accordance with organisational procedures.
- Promote child-safe, culturally safe, inclusive and ethical practice in all aspects of service delivery.

Student Wellbeing Officer

- Undertake other duties consistent with the level and scope of the position.

Organisational (general) responsibilities

- Demonstrate and promote VPG's values of being compassionate, generous, inclusive, responsible, and fun in all interactions with young people, families, colleagues, partners, and community stakeholders.
- Comply with all VPG policies, procedures, codes of conduct, and organisational requirements, contributing positively to a safe, respectful, and inclusive workplace culture.
- Promote and apply child safe organisation principles, mandatory reporting obligations, and duty of care responsibilities, ensuring the safety and wellbeing of children and young people at all times.
- Demonstrate commitment to diversity, equity, inclusion, reconciliation, with particular respect for First Nations peoples, cultures, and communities.
- Maintain knowledge of relevant legislation, service standards, funding requirements, and contemporary practice developments relevant to the role and service area.
- Actively participate in supervision, team meetings, training, professional development, planning activities, and continuous improvement initiatives.
- Contribute to a collaborative organisational culture by sharing knowledge, supporting colleagues, and working across programs and teams to achieve positive outcomes.
- Fulfil workplace health and safety responsibilities by identifying, reporting, and managing hazards, incidents, and risks in accordance with organisational requirements.
- Maintain accurate records, protect privacy and confidentiality, and ensure compliance with information management, data security, ICT, and administrative requirements.
- Contribute to a culture where no task is considered beneath any team member. Alongside all staff, support the effective operation and promotion of VPG services and, alongside all team members, contribute to the day-to-day running of VPG centres, activities, vehicles, transport and facilities to ensure a safe, welcoming and well-functioning environment.

Special Conditions

The following conditions must be met prior to commencement and maintained throughout employment:

- ✓ Current Blue Card (QLD Working with Children Check)
- ✓ Current QLD Class C Driver's Licence
- ✓ Evidence of qualifications as required by the position
- ✓ This role is based at allocated Primary Schools, which are considered the employee's principal place of work. Travel to principal places of work is considered ordinary commuting and is not paid work time.
- ✓ Willingness and ability to undertake local and regional travel, including community outreach and out-of-office activities
- ✓ Willingness to participate in occasional out-of-hours activities, team events and community engagement where required (TOIL arrangements apply)
- ✓ Mandatory VPG induction and child safe training to be completed within the first month and then annually.
- ✓ Fun is a VPG Value, willingness to have fun, occasionally dress-up and generate lots of laughter is a must.

To Submit an Application:

- A Cover Letter & Resume (Max 3 Pages) explaining your interest in the role (PDF Format).
- Qualifications
- Response to Selection Criteria by either:
 - (i) Pre-recorded video (Max 3 minutes) introducing yourself and responding to the Selection Criteria – recorded on your phone is fine. Upload to an approved 3rd party service (Youtube or Dropbox) and share via URL in your cover letter. Video's sent as an attachment do not meet our cyber security requirements and will not be

Student Wellbeing Officer

viewed. Or

(ii) Max 2 Page Written Response (PDF Format)

- Please **don't send us AI generated resumes/selection criteria** – we want to know you – **YES** we can tell – they all sound the same!
- Submit Queries/Applications to Angela Weinert – **angela@vpginc.com.au**
- Please Note - Only short-listed applicants will be contacted by VPG.

Selection Criteria:

Essential Qualifications, Skills & Experience	Desired
Minimum Certificate IV qualification in Youth Work or a related discipline, or equivalent recognised qualification. E.g. Dip	Personal qualities of empathy, resilience, optimism and professionalism.
Experience working with children, young people and families.	Experience working within a school environment.
Ability to build positive, supportive and professional relationships with children and young people	Knowledge of child development and student wellbeing.
Effective communication and interpersonal skills.	Personal qualities of empathy, imagination, innovation, resilience and optimism.
Demonstrated proficiency in digital technologies, with strong organizational and administrative skills	Experience facilitating wellbeing, social skills or engagement activities.
Knowledge of child protection, mandatory reporting, duty of care and risk management requirements.	

Advantaged Thinking

VPG uses the concept of Advantaged Thinking to direct the way we work with young people. VPG acknowledges that young people have a vital contribution to make to the social and economic life of our communities and society, and that to do so all young people should have access to the opportunities and social networks that facilitate this social and economic participation. VPG invests in building young people's abilities, harnessing them for personal as well as social good. By making a positive investment in young people, the approach focuses on developing their assets, and on co-creating solutions – real jobs, real education and real community connections – to enable them to achieve independent adulthood.