



St Francis
CATHOLIC COLLEGE

TITLE: **WELLBEING HUB SUPERVISOR - COBBLEBANK CAMPUS**

Report to: Director of Student Wellbeing
Category: Education Support / Non-Teaching Position
Time Fraction: Full-Time (1.0 FTE)

The Wellbeing Hub Supervisor is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

Position Purpose

The Wellbeing Hub Supervisor is responsible for the day-to-day operation of the College's Wellbeing Hub, maintaining a safe, supportive, and restorative environment for students who require emotional regulation, wellbeing support, restorative intervention, or short-term withdrawal from class.

The role involves consistently supervising the Wellbeing Hub and supporting students through trauma-informed, restorative practices. The Supervisor is also responsible for collating Wellbeing Hub data and maintaining accurate wellbeing records and communication channels. Working closely with House Leaders, Learning Diversity staff, Counsellors, and College Leadership, the Supervisor plays a central role in strengthening student wellbeing and engagement, helping to build a college-wide culture of care, belonging, and positive wellbeing.

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the supervisor's role in the mission of the Church.
- Demonstrate a capacity to integrate Church teachings into all aspects of the role.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).

STATEMENT OF DUTIES	
	• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework. • Demonstrate an understanding of and commitment to the Catholic ethos and mission of the College.
Commitment to Child Safety and Wellbeing	• Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Actively support and uphold the College's commitment to child safety, creating and maintaining a culturally safe, inclusive, and protective environment for all students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide duty of care for students in relation to their physical and emotional wellbeing. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Duties and Responsibilities	Student Support and Wellbeing • Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>. • Be aware of explicit instructional practice. • Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Provide a calm, consistent, and supportive presence within the Wellbeing Hub. • Support students experiencing emotional dysregulation, anxiety, conflict, social difficulties, or wellbeing concerns. • Assist students to utilise self-regulation strategies and reflection processes. • Facilitate student engagement with the College Student Engagement Framework. • Support students to successfully transition back to the learning environment following attendance at the Wellbeing Hub. • Identify students requiring additional support and refer appropriately to House Leaders, Counsellors, Learning Diversity staff or the Director of Student Wellbeing. Wellbeing Hub Operations • Supervise and manage the daily operation of the Wellbeing Hub.

STATEMENT OF DUTIES

- Monitor student attendance in the Wellbeing Hub.
- Ensure all student visits are accurately recorded in accordance with College procedures. If required inform Student Reception or relevant House Leaders.
- Maintain wellbeing records, documentation, and communication logs.
- Generate and distribute parent notifications and attendance documentation as required.
- Maintain resources, organisation, and presentation of the Wellbeing Hub environment.
- Support the implementation of wellbeing initiatives, programs, and activities within the Hub.
- Gather data on an ongoing basis throughout the week, ready to present to Leadership and staff when required.

Restorative Practice Support

- Assist students to reflect on incidents and identify strategies for future success.
- Facilitate restorative conversations where appropriate.
- Record and maintain records of staff restorative conversations with students after their time in the Wellbeing Hub
- Support staff in implementing restorative processes following student exits from class.
- Assist with the monitoring and follow-up of student wellbeing and behavioural concerns.

Communication and Collaboration

- Liaise regularly with House Leaders, Learning Diversity staff, College Counsellors, and Leadership.
- Maintain positive communication with parents and carers regarding student wellbeing support.
- Participate in wellbeing meetings and relevant professional learning opportunities.
- Contribute to a coordinated and proactive approach to student wellbeing.

Administrative Responsibilities

- Maintain confidential student wellbeing records.
- Prepare reports, attendance summaries, and wellbeing data as required.
- Monitor trends in student attendance and utilisation of the Wellbeing Hub.

STATEMENT OF DUTIES	
	• Assist with the evaluation and continuous improvement of Wellbeing Hub practices and procedures. • Effective daily operation of the Wellbeing Hub. • Accurate and timely student wellbeing documentation. • Positive feedback from students, staff, and families. • Consistent implementation of restorative practices. • Strong collaboration with wellbeing and pastoral teams. • Contribution to improved student wellbeing, engagement, and successful re-entry to learning.

SELECTION CRITERIA	
Commitment to Catholic Education	• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism. • Demonstrated capacity to integrate Church teachings into all aspects of the role. • Ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework. • An understanding of and commitment to the Catholic ethos and mission of the College.
Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and emotional wellbeing. • Commitment to child safety and wellbeing of young people.
Skills and Experience	• Demonstrated ability to display empathy and emotional intelligence. • Demonstrated strong communication and conflict resolution skills. • Demonstrated effective problem-solving and decision-making. • Demonstrated high-level organisational skills and attention to detail. • Ability to work as part of a team – highly relational.

SELECTION CRITERIA

- Demonstrated commitment to student wellbeing and positive outcomes.

Essential:

- Demonstrated experience working with young people in education, wellbeing, youth work, community services, social work, psychology, or related fields.
- Strong interpersonal and relationship-building skills.
- Ability to remain calm and professional when supporting students experiencing distress or dysregulation.
- Demonstrated understanding of adolescent development and student wellbeing.
- Excellent organisational and administrative skills.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgement.
- Current Working with Children Check and National Police Check.

Desirable:

- Qualifications in Youth Work, Social Work, Community Services, Psychology, Mental Health, Education Support, or a related field.
- Experience working within a school environment.
- Knowledge of restorative practices and trauma-informed approaches.
- Mental Health First Aid accreditation.