**POSITION DESCRIPTION**

**POSITION:** Pastoral Care Officer  
**STATUS:** Term Time – 15hrs per week

**REPORTS TO:** Assistant Principal – Welfare → Principal  
**DATE:** March 2016 – December 2018

**CLASSIFICATION:** School Officer Level 4  
**SCHOOL/COLLEGE:** Holy Spirit College

### Purpose of Position:

The role of Pastoral Care Officer has been designed to support the Pastoral Care and Student Wellbeing of the College. We acknowledge the National Schools Chaplaincy Program which is an Australian Federal Government funded initiative offered to successful applicants to aid student wellbeing within Australian schools.

### Key Characteristics:

**Skills:**
- Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
- Facilitate effective communication skills with staff, students and parents in a way that enhances the school image and contributes to the goals of Catholic Education
- Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
- Apply knowledge with depth in some areas & a broad range of skills
- There is a wide variety of roles and tasks in a variety of contexts
- There is complexity in the ranges and choice of actions required
- Well-developed interpersonal skills
- Excellent organisational skills
- Willingness and capacity to comfortably work in a team and engage with students

**Supervision:**
- Work will be carried out under general supervision and may be checked in relation to overall progress
- Progress and outcomes sought are under general guidance
- May involve a level of autonomy when working in teams

**Qualifications:**

Minimum qualification requirements are:
- Certificate IV in Youth Work or Certificate IV in Pastoral Care or an equivalent qualification (as determined by the College).
- (This Certificate or equivalent qualification must include competencies in Mental Health and Making Appropriate Referrals.)

**Typical Duties:**

Typical duties performed include (but are not limited to):
- Work collaboratively with members of the Welfare Team (Year Level Deans, Counsellor, RTC/Studentship Dean and Assistant Principal – Welfare) in monitoring the wellbeing of students.
- Participating in the provision of pastoral care of students
- Develop and conduct small group programs in the College

**Specific Duties:**

The main focus for the Pastoral Care Officer will be (but not limited to):
- As a member of the Welfare Team, contribute to the development of student wellbeing and resilience through preventative and proactive programs
- Provide spiritual, pastoral care and personal support for students of the College within guidelines, a Catholic framework and in co-operation with the school’s Welfare Team
- As a member of the Welfare Team, participate in the review and development of Pastoral Care Structures, Programs and Curriculum
- Regularly meet with the Welfare Team
- Provide pastoral care and support following critical incidents.
- Inform appropriate staff of student welfare issues,
- Deliver Student Wellbeing programs which aim to promote emotional resilience, positive relationships and a sense of community.
- General pastoral care work as directed by the Assistant Principal – Welfare