



[FUTURE LEADERSHIP]



Candidate Information

Director of Student Wellbeing

Heathdale Christian College

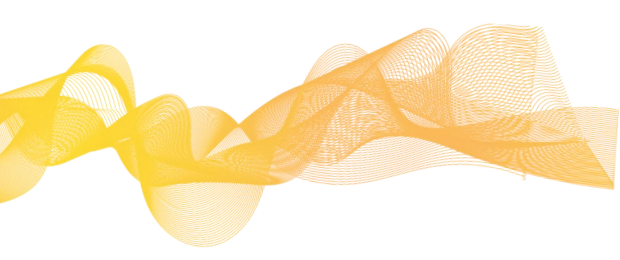
January 2025



Our Past Propels Our Future

"We do not teach subjects, we teach children. Our focus is to introduce them to a Christian worldview where God is in charge, directing us about how to live."

– Rev. Joe Westlake, College founder –



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Introduction to the Position

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff work and act in accordance with Biblical principles and beliefs as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of, and abide by, the Christian foundations, Christian ethos, and Christian practice of the College.

Psalm 139:14 tells us as God's creation, "We are fearfully and wonderfully made."

God has formed us as beings who have physical, emotional, intellectual, and spiritual needs. Each of these dimensions have their own particular focus and needs but are also interdependent.

As we consider how to best support our students through this holistic framework, we have developed the Student Wellbeing Team.

The Student Wellbeing team consists of three sub-teams; Health (Physical) led by the College Nurses, Student Welfare (Emotional) led by the Student Welfare Coordinators, and the Campus Learning Enhancement Coordinators of each sub-school who each report to the Director of Student Wellbeing. Each of these teams will have their discrete roles to fulfil but will operate in such a way that recognises and embraces that for the overall Wellbeing of students they need to operate in a collaborative way through a Biblical view.

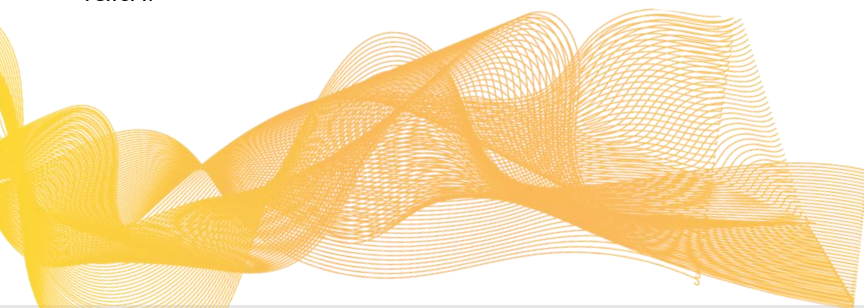
The Position

Reporting to the Executive Principal and serving as a key member of the Senior Leadership Team, the Director of Student Wellbeing (DSW) will play a pivotal role in shaping a Christ-centred culture of care, belonging, and holistic support across Heathdale. This role is central to fostering a school environment where every student is nurtured in their God-given potential—spiritually, emotionally, academically, and socially.

With responsibility for the integration and effectiveness of Heathdale's overall student wellbeing, the DSW will provide strategic leadership to the teams delivering Learning Enhancement, Student Welfare, Learning Assistants, and Health and First Aid. They will ensure that all initiatives are deeply aligned with the College's Christian values, reinforcing a community where students and staff flourish in faith and learning.

As culture creators and gatekeepers of the College's mission, the Senior Leadership Team plays an essential role in shaping the wellbeing vision.

The Director of Student Wellbeing will lead the development and implementation of this vision, ensuring that wellbeing is not just a program but an intrinsic part of how the College nurtures and equips students to live with purpose and faith.





The Person

The Director of Student Wellbeing will:

- Be willing to subscribe to and adhere by the College's '**Theological Foundations Statement**'
- Be able to demonstrate an understanding of and commitment to the achievement of the College's mission and educational direction
- Have extensive experience and a deep understanding of current Educational Support programs, trends, practices and policies
- Have appropriate leadership qualifications and / or experience
- Be committed to the development and empowerment of direct reports.
- Demonstrated ability to work collaboratively
- Have a strong organisational skillset and use effective technology and tools to support this
- Extensive experience in strategic planning and participation at executive level

Key Relationships

- The Director of Student Wellbeing will manage the Student Wellbeing Team which consists of:
 - Learning Enhancement Coordinators
 - College Nurses
 - Student Welfare Coordinator
- Executive Team

Qualifications

- Degree in Psychology, and / or Master's Degree in Educational Leadership, Master's Degree in Special Education,
 - Bachelor of Education with extensive school and leadership experience
- Familiar with, or completed training in, Mental Health in Primary Schools (MHIPS)



Key Responsibilities and Duties

The ability to instigate school-wide transformational change. Heathdale Christian College is currently in the engagement phase of implementing a wellbeing platform.

Leadership of a Culture of Wellbeing

This role will require you to:

- Review and adopt the planning to date, and ensure the continued effective implementation
- Provide visionary leadership for the College's focus on staff and student wellbeing
- Develop a range of strategies to bring unity of language and understanding about wellbeing across all facets of the College and its programs
- Develop and rollout a measurement tool to provide regular data to inform proactive and continuous improvement, and measure the efficacy of programs

Additional Requirements of the Role

In addition to special project implementation, the role also requires:

Leadership and oversight of the following teams:

A. Learning Enhancement

- Ensure the collection and analysis of data to ensure all students eligible for support and extension programs are included
- Manage the process for external testing when further assessment is required
- Oversee the student referral process and allocate relevant assessments (psychological, academic, health etc.)
- Oversee the roles and responsibilities of a staff within the faculty, including induction of new staff and performance development processes
- Ensure the preparation and submission of annual Government funding for Learning Enhancement support
- Ensure coordination of support for students receiving Government funding

B. Student Welfare

- Oversee the development and implementation of wellbeing workshops and programs
- Ensure a balance of proactive and reactive strategies in response to student wellbeing needs

C. Health and First Aid

- Oversee the Health and First Aid team, prioritising the physical health and wellbeing of students

D. Child Safety

- Oversee the Child Safety Officers Committee

The College has a zero tolerance of child abuse. This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website at:

<https://www.heathdale.vic.edu.au/about/policies/>



Additional Requirements of the Role (cont).

E. General and Administrative

- Recruit, hire, and induct new staff across all teams
- Manage staff performance
- Oversee scheduling, organise training and coordinate meetings on Professional Development days
- Oversee the Student Wellbeing Committee

College Expectations

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. Staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church
- Participate in leading College devotions that involve staff and attendance at the staff spiritual enrichment days
- Expected to regularly attend and participate in Staff Devotions
- Each staff is allocated a prayer buddy to come alongside and build community.
- Support the College's guidelines and policies
- Perform your responsibilities in a manner which reflects and responds to continuous improvement
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety



Application Instructions

To apply, please [click here](#) or visit **futureleadership.com.au** and view the online advertisement via 'Opportunities'.

Submit your application quoting Future Leadership™ reference HDCdsw0125 and address your cover letter and resume to Consultant 1 and Consultant 2, of Future Leadership™.

Your application should include: [amend details below as require by process]

1. A brief covering letter clearly quoting HDCdsw0125

Include a statement detailing your experience relevant to the position and in line with the Key Responsibilities and Requirements outlined, citing evidence to support your claims

2. A complete and current CV

Please ensure you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is **21 February 2025**

Please direct enquiries to Liam King or Larissa Langley on 1300 347 437.

Future Leadership™

For more information visit:

heathdale.vic.edu.au

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