



## DUTY STATEMENT

### LEARNING & WELLBEING ENGAGEMENT OFFICER

#### CAPABILITIES

- Highly professional, with strong interpersonal communication skills, cultural awareness, discretion, patience, and the ability to build trust with Aboriginal and Torres Strait Islander students and families.
- Demonstrates sound judgement and initiative within defined role boundaries, responding appropriately to routine student support matters.
- Strong capacity to work collaboratively within learning, pastoral, boarding, and wellbeing teams in a complex school environment.
- Demonstrates strong communication and interpersonal skills, including: empathy, resilience, and adaptability when supporting students with varied learning, engagement, and wellbeing needs.
- Receptive to feedback and committed to ongoing professional learning and development.
- Competent and organized administrator, with proficiency in use of College systems and technology to support documentation, data collection, and communication, or a willingness to learn.
- Contributes positively to a respectful, inclusive, and culturally safe College environment consistent with the Mercy ethos.

#### KEY DUTIES

##### **Student Learning Engagement and Wellbeing Support**

- Act as a positive role model for First Nations students and all students, supporting the development of positive behaviours for learning and engagement.
- Proactively support the punctuality and attendance of all students to classes, escorting students to classes as required.
- Proactively support the engagement of First Nations students in classes when possible, providing feedback to members of the Learning and Pastoral Teams regarding student participation and engagement.
- Assist with the completion and maintenance of individualised student support documentation, including education plans, behaviour plans, profiling observations, and benchmarking, under direction.
- Assist with the compilation of attendance, punctuality, and learning data to review student progress and support administrative requirements for AIEF and NIAA acquittals, particularly First Nations students.
- Assist with the administration and completion of applications for student scholarships and bursaries, including but not limited to QATSIF, AIEF, and NIAA.
- Provide operational support for student wellbeing and behaviour processes, including attending stakeholder meetings, transferring students to appointments, and supervising students withdrawn from class in accordance with College procedures.
- Oversee student engagement support spaces, documenting attendance patterns and promoting a culture of active participation and timely return to class.

##### **Cultural Support, Connection and Responsiveness**

- Work collaboratively with staff to support knowledge and understanding of Aboriginal and Torres Strait Islander histories, perspectives, languages, and cultures within the College.
- Foster and sustain respectful connections with local Elders and Indigenous communities in accordance with College protocols.





- Foster and sustain strong connections with First Nations families, supporting effective communication regarding student progress, wellbeing, and identified risks.
- Proactively support the implementation and acquittal of the College's Reconciliation Action Plan, providing feedback to College leadership on areas for focus and continuous improvement.

### **Administration, Pastoral & Event Coordination**

- Liaise with students, families, and staff to address wellbeing concerns, provide information, and facilitate referrals to appropriate support services.
- Provide administrative support to the Deputy Principal – Students (Day & Boarding), Dean of Student Wellbeing, Dean of Faith & Mission, and Heads of House/Year as directed, including coordinating bookings and scheduling for pastoral, reset meeting, and wellbeing spaces.
- Manage records, correspondence, and event logistics for pastoral events and wellbeing initiatives—including guest speakers, excursions, clinics, camps, and community programs—ensuring all arrangements, bookings, supplies and practical preparation are completed for successful delivery.
- Maintain accurate and confidential documentation related to student interactions, wellbeing activities, and pastoral care, including passes, plans, registers, and records of confiscated items and Mercy Rose Room attendance.
- Use College systems to manage records, communications, and reporting in alignment with child safety and wellbeing frameworks, ensuring compliance with College policies and procedures.
- Assist with catering arrangements for staff and guest speakers
- Represent the pastoral team in internal communications, requiring effective communication and professionalism.

### **Other**

- Provide relief reception and administrative roles as required, ensuring continuity of service and effective handling of enquiries, while supporting the achievement of team outcomes by fostering positive relationships and contributing to a collaborative and service-oriented culture.
- Perform any other reasonable administrative or operational support duties, as appropriate to the classification level, as directed by the Dean of Student Wellbeing or College Leadership Team, to ensure effective workflow and contribution to broader College operations.

The College reserves the right to alter roles and responsibilities at any point in time.

Duty Statement approved by:

KATH LITTLE

**College Principal**

I have read and accept the duties as set out above.

|           |  |
|-----------|--|
| NAME      |  |
| SIGNATURE |  |
| DATE      |  |

