



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

POSITION DETAILS	Position Title	Student Wellbeing Support Worker
	Area	Kinder – Grade 8
	Position Reports to	The Student Wellbeing Support Worker reports to the Principal.
	Role Location	<p>The Castlemaine Steiner School & Kindergarten (CSSK) sits on Dja Dja Wurrung country on 18 acres of beautiful bushlands, approximately 5km from the township of Castlemaine.</p> <p>Established in 1988, CSSK is non – denominational and founded in the educational principles of Rudolf Steiner.</p>
	Key Role Relationships	Principal, Deputy Principal, Class Teachers and all other CSSK Staff

STATEMENT OF COMMITMENT TO CHILD SAFETY	<p>The wellbeing and safety of all students is of central importance at Castlemaine Steiner School (CSSK). Young people, including those of a linguistically or culturally diverse background, with a disability or who identify as Aboriginal or Torres Strait Islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Castlemaine Steiner School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the CSSK Code of Conduct – Child Safety and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.</p>
ROLE CONTEXT	<p>The Castlemaine Steiner School and Kindergarten is a well-established Steiner school 5km from the township of Castlemaine, situated on 18 acres of beautiful bushlands on Dja Dja Wurrung country. The school is non–denominational and founded in the educational principles of Rudolf Steiner.</p>

ROLE PURPOSE	<p>The purpose of this role is to work with the Leadership and Wellbeing teams to support student wellbeing across the school. This includes:</p> <ul style="list-style-type: none">• liaising with the school’s educational, wellbeing and leadership teams in the delivery of student wellbeing services• contributing to improving student engagement and connectedness• contributing to providing a safe, inclusive and supportive learning environment• contributing to providing pastoral care and guidance to students• operating within the school community and with external providers.
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Key Responsibilities:

- Foster and model the educational philosophy of the School
- Commit to ongoing development of an understanding of Steiner Education
- Understand and adhere to the CSSK policies and procedures including those relating to Child Safety, Confidentiality and Occupational Health and Safety
- Work under the guidance of the Principal and other relevant staff to implement wellbeing programs
- Attend meetings to review and evaluate wellbeing support planning
- Attend training and professional development activities as required
- Apply professional judgment and discretion, and maintain clear professional boundaries
- Ensure all incidents are reported in a timely manner to the school's Leadership Team
- Participate in performance review processes as conducted by the school's Leadership Team

Specific Duties

The roles and responsibilities of the Student Wellbeing Support Worker may include:

- supporting student attendance, engagement and mental health
- supporting students in difficult or challenging situations including during times of grief or change
- providing students with referrals to specialist services when required
- supporting teachers to provide pastoral care and guidance to students about values and ethical matters
- supporting physical, emotional, social and intellectual development and wellbeing of students
- supporting an environment of cooperation and respecting a diversity of cultures and traditions
- working with the educational, wellbeing and leadership to develop wellbeing programs and materials for use across the school

Disclaimer

This Position Description is a guideline to illustrate the main role responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

Confidentiality

As a Student Wellbeing Support Worker, you may be privileged to intimate information regarding academic, physical, social, emotional and family details about various children, parents and staff members. Staff with VIT registration must uphold the Victorian Teaching Profession's Codes of Conduct and Ethics. Details of a students' educational support needs or adjustments program may only be discussed with relevant staff. An exception to this is any information that relates to a child protection matter, which should be immediately reported to the Principal or delegate

Professional Development

Attend professional development activities/sessions/workshops/seminars as appropriate, negotiated with the Principal and according to school budget allocation. Participate in private and/or group study work to understand the school's Policy in relation to the Safety of Children.

Safety and Compliance

The Student Wellbeing Worker will adhere to all school policies, particularly those relating to Child Safety. All staff employed at CSSK are expected to understand and effectively apply safety policies and practices as relevant to their role. Ensure the good physical and mental health and safety of students at the School through maintaining a thorough understanding of School policies and procedures (including the Positive Behaviour Development Policy), as well as knowledge of/compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.

QUALIFICATIONS	<p>The Student Wellbeing Support Worker must hold a Certificate IV equivalent or higher qualification that includes competencies in:</p> <ul style="list-style-type: none"> • mental health and making appropriate referrals, and • providing pastoral care or working with youth <p>Qualifications in the Community Services Training Package that meet these requirements are:</p> <ul style="list-style-type: none"> • Certificate IV in Chaplaincy and Pastoral Care (CHC42315) • Certificate IV in Community Services (CHC42015) • Certificate IV in Mental Health (CHC43315) • Certificate IV in Youth Justice (CHC40513) • Certificate IV in Youth Work (CHC40413). <p>Other qualifications in psychology or social work may be suitable. See:</p> <ul style="list-style-type: none"> • the Psychology Board of Australia approved courses of study • the Australian Association of Social Workers accredited courses.
SELECTION CRITERIA	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated understanding of appropriate behaviours when engaging with children according to Child Safe Standards. • Valid Working with Children Check (Employee). • Demonstrated understanding of the Disability Standards for Education. • Experience supporting young people in a sustained 1:1 capacity within an educational or care setting. • Familiarity with working in an educational environment. • Exemplary interpersonal communication skills. • Ability to work under direction. • Commitment to ongoing development of an understanding of Steiner Education. <p>Desired</p> <ul style="list-style-type: none"> • Familiarity with the principles and practices of Steiner Education. • First Aid Level 2

Approval:	Disability Learning & Support Assistant: Name: Signature: Date:	Principal/Delegate: Name: Signature: Date:
	Received By HR / Admin: <div> Signature: <div>Date:</div> </div>	



SELECTION CRITERIA

Disability Learning & Support Assistant

Castlemaine Steiner School & Kindergarten (CSSK) is seeking an enthusiastic and skilled Student Wellbeing Support Worker to implement individualised strategies that promote engagement and independence, and facilitating meaningful participation in educational activities.

The School began its journey in 1988 and is located in a beautiful rural setting in Central Victoria approximately 1.5 hours from Melbourne. We provide a Steiner Education from Playgroup to Class 8, where at the completion of Class 8, students can continue their Senior Steiner Education locally in the Steiner Stream at Castlemaine Secondary College.

The Student Wellbeing Support Worker position description is available on the school website: <https://www.cssk.vic.edu.au/our-school/current-vacancies/>

Selection Criteria

Essential

- Demonstrated understanding of appropriate behaviours when engaging with children according to Child Safe Standards.
- Valid Working with Children Check (Employee).
- Demonstrated understanding of the Disability Standards for Education.
- Experience supporting young people in a sustained 1:1 capacity within an educational or care setting.
- Familiarity with working in an educational environment.
- Exemplary interpersonal communication skills.
- Ability to work under direction.
- Commitment to ongoing development of an understanding of Steiner Education.

Desired

- Familiarity with the principles and practices of Steiner Education.
- First Aid Level 2

Required Professional Qualifications

The Student Wellbeing Support Worker must hold a Certificate IV equivalent or higher qualification that includes competencies in:

- mental health and making appropriate referrals, and
- providing pastoral care or working with youth

Qualifications in the Community Services Training Package that meet these requirements are:

- Certificate IV in Chaplaincy and Pastoral Care (CHC42315)
- Certificate IV in Community Services (CHC42015)
- Certificate IV in Mental Health (CHC43315)
- Certificate IV in Youth Justice (CHC40513)
- Certificate IV in Youth Work (CHC40413).

Other qualifications in psychology or social work may be suitable. See:

- the Psychology Board of Australia approved courses of study
- the Australian Association of Social Workers accredited courses.

Written applications, including a **Cover Letter, Curriculum Vitae with minimum three professional referees** and a **separate document addressing the Selection Criteria**, should be marked 'Private and Confidential' and forwarded to: recruitment@cssk.vic.edu.au

Applications close Monday 16/01/26 at 4 pm. Applications may be considered as soon as they are received and continue until the position is filled.

The selection process may involve:

- A panel conversation/interview
- Participation in a class exercise

For preliminary confidential enquiries or conversations about this position, please contact Nerrida Johnson, CSSK Principal principal@cssk.vic.edu.au