



KNOX GRAMMAR SCHOOL

ROLE DESCRIPTION

Boarding Wellbeing Leader

4 hours/day, 4 days/week

Knox Grammar School is an Independent, multi-campus K-12 day and boarding school for boys located at Wahroonga on Sydney's North Shore and is acknowledged as one of Australia's leading schools. The current level of enrolment is over 3000 students including 280 boarders who are nurtured, educated and cared for by highly skilled academic, support and operational staff. The Boarding Team is inspired by the highest ideals of teamwork, collegiality, integrity and professionalism. The School is an activity of the Uniting Church and provides a secure environment with outstanding facilities where boys can develop academically, culturally, physically, socially, spiritually and through a broad range of sporting and recreational activities. Knox has two junior school campuses, and a senior school campus.

The current vacancy is located at the senior campus with responsibility for proactive group interventions with boarding students from years 7-12 and staff psychoeducation delivered between 3pm and 7pm, 4 days per week (Sunday, Monday, Wednesday and Thursday) during the school term.

QUALIFICATIONS AND SKILLS

The following qualifications and experience are mandatory for the role:

- Current Professional Psychologist Registration (AHPRA)
- Demonstrated successful employment in a range of settings, with experience collaborating in multidisciplinary teams
- Working knowledge and interest in Positive Psychology.

The following qualifications and experience are desirable but not mandatory for the role:

- Experience working in a school environment in counselling
- Demonstrated ability to effectively participate in a team approach to child wellbeing
- Experience in facilitating and developing evidence-based proactive group interventions
- Experience in facilitating and developing psychology and/or wellbeing evidence-based professional development.

ROLE RESPONSIBILITY

The Boarding Wellbeing Leader has reporting responsibilities to the Director of Wellbeing and, as with all school employees, the incumbent is ultimately responsible to the Headmaster.

ROLE ACCOUNTABILITY

Vision and Responsibilities

- Program Development: Development of proactive Positive Psychology and best-practice interventions for boarding students 7-12 to be delivered in a group setting; for example, mindfulness, stress management, combatting anxiety, resilience, positive peer relationships, making good choices, psychological wellbeing and thriving, flow, performance psychology, enhancing your emotional intelligence, effective academic and study skills, strengths and virtues etc.
- Boarding staff psychoeducation and professional development: Design and deliver targeted professional development training programs for small groups of boarding staff.
- Positive Education: An in-depth understanding of the principles of Positive Psychology and their practical implementation in an education setting.
- Measurement: Manage the implementation of surveys and data collection, work with boarding staff in interpreting results and collaborating on next steps and follow up ensuring a data-driven results-oriented program
- Relationships: To encourage a climate of excellence through the establishment of effective collaborative relationships those responsible for the boarders including the Heads of Stages and Head of Boarding
- Cultural program: Liaise and engage collegially with staff to support the boarder's cultural program
- Newsletters: Contribute to boarding newsletters by writing an article primarily for parents about the proactive interventions in boarding, approximately twice per term
- Meetings: Boarding Stage meetings (3 per fortnight) and fortnightly meetings with the Head of Boarding
- Oversee and institute the Knox Annual Boarding Conference together with support staff
- Website: Working with the Knox Communication Team, manage content and engagement with targeted stakeholders
- Professional Development focus on Positive Psychology and the ABSA accredited duty of care course.

Personal attributes specific to the role

- Outstanding communicator who enjoys collaborating on long term projects
- Ability to prioritise and manage complex competing demands with attention to detail
- Mature ethical integrity and clear professional boundaries with a flexibility in working that allow adaptation and embracing challenges
- Broad experience working with youth
- Passion for the core Values & Mission of the Uniting Church in Australia
- Evidence of a personal commitment to, and application of *Total Fitness* (Spiritual, Physical, Social/Emotional and Academic Wellbeing).

Professionalism

- Maintain membership of relevant professional bodies and professional registration
- Participation in professional supervision.

WORK HEALTH & SAFETY

- Actively support and contribute to the maintenance and development of a safe working environment
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- To report incidents or accidents to the appropriate staff as soon as possible
 - To be proactive in reporting WH & S issues.

APPRAISAL/REVIEW CONDITIONS

The appointee to the position of Boarding Wellbeing Leader will be required to undergo an annual performance review with the Director of Wellbeing.

TERMS OF EMPLOYMENT & REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Independent Schools NSW (Support and Operational Staff) MEA (2017). Superannuation Guarantee at the current legislative rate will be paid by the School in addition to salary as required by the Act.

Please note: All staff are required to provide the School with a current Working with Children Check number in accordance with Child Protection Legislation