

Head of Wellbeing

Position Description



Employment Status:	Full Time (1.0FTE) Fixed term position of Responsibility
Classification:	Teacher with Position of Responsibility allowance is paid in addition to the salary under the St John's Grammar School Enterprise Agreement.
Tenure	3 Years for the position of responsibility. Permanent appointment as a Teacher
Time Release	0.39FTE whilst undertaking the responsibility of the position (0.61 FTE teaching)
Area of Responsibility:	Wellbeing
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Deputy Principal

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The Head of Wellbeing will work with the Heads of School to lead, manage, develop and support the wellbeing and pastoral care programs across the school. This includes ensuring that the needs of all students are central to the programs developed, as well as supporting the professional learning of staff to best support their students.

Position Responsibilities

The Head of Wellbeing has the following roles:

- In collaboration with the Heads of School, lead, manage and develop the wellbeing and pastoral programs of the Secondary Campus, to ensure that the specific needs of both Senior and Middle School students are central to the practices, programs and policies that are implemented.
- Working closely with the wellbeing teams within the Secondary School, Junior School and ELC to ensure alignment across campuses
- Support the professional learning of staff in best supporting the wellbeing and development of adolescents, including social and emotional education.
- Help build and nurture a strong school culture that is based on positivity, inclusion, connectedness, respect and resilience.
- Support the JS, MS and SS Student Wellbeing Ambassador/s in their leadership role.

Learning to Soar

- Oversee the School counselling service, WellNest Centres and wellbeing supports, including supervision of the Secondary Campus staff in these areas and connection between WellNest
 - Supporting PD day programs in line with Wellbeing
 - Promotion of St John's Grammar School.
 - Support the development and maintenance of a best practice WHS culture within the workplace.
 - Case managing complex students
 - Staying abreast of current developments in wellbeing and pastoral education and to strategically plan for and implement improvements in pastoral structures, policies, pedagogy and curriculum.
 - Support the Heads / Assistant/Deputy Heads of School in the development of House and pastoral programs
 - In Collaboration with Heads of School coordinate wellbeing events, including parent workshops across all campuses
 - In collaboration with Heads/Assistant Heads of School and HoPD – support student personal development programs (e.g. Year 12 Retreat and Rite Journey events)
 - Monitoring the effectiveness of behaviour support strategies including bullying and harassment prevention and intervention in collaboration with the Heads/Assistant/Deputy Heads of Schools and wellbeing staff.
 - Management and analysis of wellbeing data to inform on developments and wellbeing initiatives.
 - Guiding and supporting the evaluation and reporting processes of wellbeing learning for all students.
 - Attending school functions to support the various programs of the school and to become well known to the school community.
 - Developing and maintaining procedure and process documents
 - Member of Exceptional Learning, School Wellbeing Leadership Team and International Committees
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Candidate Profile

Qualifications

Essential

- Relevant tertiary qualification
- Registered teacher status

Desirable

- Postgraduate qualifications in Education and/or Wellbeing

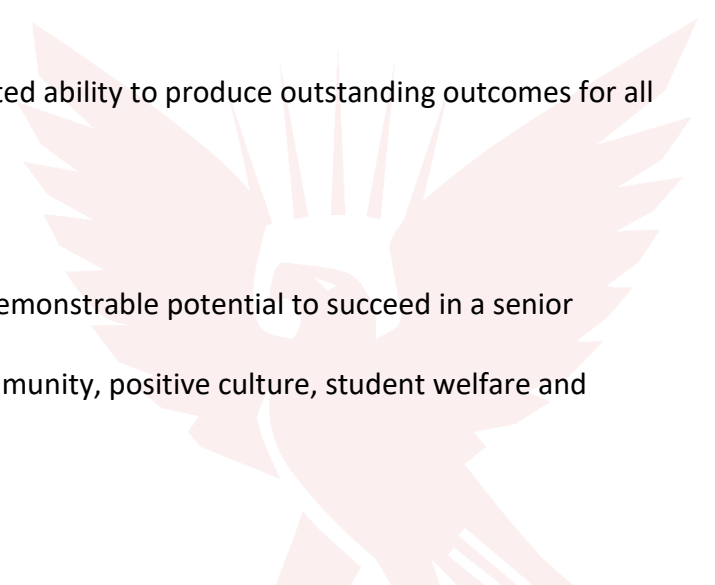
Experience

Essential

- Exceptional teaching record with a demonstrated ability to produce outstanding outcomes for all students.

Desirable

- Experience in a senior leadership position or demonstrable potential to succeed in a senior leadership role.
- Experience in building a connected school community, positive culture, student welfare and pastoral care.



- A knowledge of, or willingness to acquire, an understanding of the legislation and policies of governments as they impact on schools.
- Experience in working with students who have a variety of learning, social and psychological needs
- Experience in embedding ICT in learning experiences.

Skills and Abilities

Essential

- Exceptional interpersonal skills and the ability to relate to all students, staff and parents.
- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.
- The ability to enthuse others by marshalling professional expertise and contributing to a sense of purpose and direction.
- A team player and team developer who facilitates cooperation and partnerships through the nurturing of internal and external relationships.
- Excellent communication skills with the ability to harness information and opportunities.
- Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom and resilience
- A proven ability to work with a minimum of supervision, ensuring closure and delivery on intended results.
- An ability to advocate on behalf of others, engage with measured risk and show personal courage.
- Demonstrates self-awareness and a commitment to ongoing professional learning for self and staff.
- Shows judgement, intelligence and common sense.

Desirable

- The ability to demonstrate spiritual leadership by example.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- Some out of hours work is an essential component of this role and extra-curricular activities will be required as negotiated with the Principal.

Tenure

- Position of Responsibility (POR) is tenured for 3 years with option for renewal based on mutual consent (Substantive teaching position remains permanent).
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B Manifold

PRINCIPAL

St John's Grammar School

July 2026

