# Wellbeing Assistant

## Position Description

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| **Employment Type:** | Temporary Part-time |
| **Classification:** | Level 3 of the Administration Stream; Business Support Classification of the St John's Enterprise Agreement 2026 |
| **Area of Responsibility:** | Student Wellbeing |
| **Position Location:** | Secondary School Campus, Gloucester Ave, Belair |
| **Responsible to:** | Head of Wellbeing |

**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. Our student population is 800 and 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 men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

**Position Objective**

A member of the Wellbeing team located on the Secondary Campus, this position provides assistance for students needing support with their wellbeing and to regulate emotions in order to enable them to access the curriculum. Some students will have their needs identified through an Individual Student Plan (ISP) and other students will need short term interventions. The support provided can be given in the classroom, one-on-one or in small groups.

**Working Relationships**

This position reports to the Head of Wellbeing through to the Deputy Principal, and works closely with Heads of Schools and the exceptional learning team, the general teaching staff and other support staff on a daily basis.

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**Position Responsibilities**

Work with individual students including:

- Supporting students to regulate their school day, including helping them to action their individual regulation strategies
- Supporting students with mental health difficulties to be able to participate in all learning activities
- Supervising students with mental health difficulties for personal support as needed.
- Providing support for students through assistance with managing their work load, assignment submission, and developing executive management skills.

- Supporting students in tests/exams where a separate location is required
- Providing mentoring support, to support students to plan and organise their learning which can involve support for the use of technologies to help access to learning activities
- Providing support to communicate with class teachers about learning and wellbeing needs
- Supporting students where necessary on excursions, camps and other out-of-school activities such as work experience.

Assist with the development of Individual Student Plans for individual students.

- Provide information about the effectiveness of adjustments in place for a student

Work closely with classroom teachers, counsellors and leadership to provide support in the following ways:

- Assist with the identification of wellbeing and learning needs in the classroom through conversations with students and staff.
- Contribute to/create wellbeing ISPs and safety plans to help teachers support students in the classroom.
- Communicate with teaching staff on issues that affect the students' wellbeing and provide appropriate adjustments/support

Administrative assistance in keeping records current, meeting reporting requirements and in planning and preparing supports and activities.

Communicating with identified staff about the needs and progress of individual students.

Be an active, contributing member of the Wellbeing Team, Exceptional Learning Team and to work closely with our school counsellors.

Any other duties as required that will enhance the wellbeing and learning outcomes of students with identified learning needs.

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**Candidate Profile**

**Qualifications**

Essential

Current First Aid Certificate, WWCC and Responding to Risks of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.

Desirable

- Cert III or Cert IV level qualifications in Mental Health, Youth Work or Special Education
- Mental Health First Aid Certificate

**Experience**

Desirable

- Experience supporting students with a range of wellbeing needs.
- Experience supporting young people in the areas of wellbeing, social work, special education, mental health or youth work

**Skills and Abilities**

- Ability to develop positive working relationships with the school community including students, and other school staff.
- Excellent communication and interpersonal skills
- Understanding of and ability to maintain confidentiality.
- Excellent organisational skills.
- A demonstrated competency in the computing environment
- Ability to exercise judgement and initiative to resolve issues.
- A passion for supporting students with mental health difficulties and / or disabilities to access the curriculum and engage in school life.

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**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.

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**Special Conditions**

- Flexibility with start/finish times is required in order to provide full support and attend meetings.
- Some out of hours work may be required.

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B Manifold
**PRINCIPAL**
St John's Grammar School
November 2026