

---

## Position Description – Youth & Community Support Officer

---

<b>Scope</b>	To facilitate and provide pastoral care for students and supporting students in exploring their spiritual beliefs and world views.
<b>Qualifications</b>	<p>A formal qualification is required to be one of the following.</p> <ul style="list-style-type: none"><li>- Cert IV in Youth Work, or</li><li>- Cert IV in Pastoral Care; or</li><li>- Cert IV in Chaplaincy and Pastoral Care; or</li><li>- An equivalent qualification that includes competencies in ‘mental health’ and ‘making appropriate referrals’.</li></ul> <p>And</p> <p>A current Positive Blue Card – Working with Children Check Light rigid drivers licence – to drive College coaster buses, is desirable</p>
<b>Accountability</b>	Principal
<b>Relates to</b>	Principal, Classroom Primary / Middle School Teachers, Support staff
<b>Attributes</b>	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration/Teacher Assistant Team.</p> <ul style="list-style-type: none"><li>• Have a personal faith and commitment to Jesus Christ</li><li>• To act always in a manner consistent with the College Ethos.</li><li>• To foster team-work within the office.</li><li>• To prioritise and effectively manage workload</li><li>• To communicate effectively with parents, students, and staff</li><li>• To communicate well in both written and oral form</li><li>• Is a collaborative, compassionate and calm leader with exceptional interpersonal skills</li><li>• Demonstrate a level of commitment to maintain personal professional knowledge and skills</li><li>• Combines gravitas, presence and humour and diplomacy in delicate situations</li><li>• Maintain strict confidentiality, with a clear understanding of mandatory reporting of child protection issues.</li></ul>
<b>Responsibilities</b>	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Profile will be reviewed annually.</p> <ul style="list-style-type: none"><li>• Working with classroom teachers and others responsible for pastoral care, being a trusted point of contact for the spiritual, social, emotional and physical wellbeing of students.</li><li>• Lead and manage all weekly Chapel Services, liaising with classroom teachers and teacher assistants as required.</li></ul>

- Lead special services such as Easter and Christmas
- Role model and affirm the Gulf CC values
- Meet with students as required in groups or individually. All pastoral care notes on students must be logged in our TASS software program
- Regularly liaise with Principal and Teachers in relation to individual needs of students, as required.
- Conscientiously care for the safety and welfare of children both within and beyond the classroom
- Assist teachers within classrooms for student wellbeing, care and support with academic programs as required.
- Assist with bus driving duties mornings and afternoons to ensure the attendance of students is high
- Participate in extra and co-curricular activities as required
- Take an active role in playground supervision as a priority
- Attend school camps and excursions as required
- Attend all staff meetings and school PD activities
- Pursue personal professional development opportunities
- Work as an active team member to foster a supportive and stimulating working, learning and caring environment.
- To assist teachers in organizing classroom performances such as Chapel items, End of Year Celebrations, in relation to positive student participation, Christian content and ethos
- Development and promotion of pastoral care related policies and procedures, together with relevant cultural programs as required.
- To understand scope of role in relation to College Policies and Procedures
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff.
- Be well-informed in relation to responsibilities under the Privacy Act.
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.
- Any other duties as may be directed by the Principal.

**Reference Documents** Child Protection Policy  
Work Health and Safety Policy  
Privacy Policy  
GCC Staff Code of Conduct

**Review** Annually

**Award** Educational Services (Schools) General Staff Award

**Hours** School term-times (paid during school terms only)  
Mondays to Friday – 8.00am to 3.30pm