



POSITION DESCRIPTION

POSITION: Student Support Officer - Wellbeing

Employment status	0.6 Part Time – subject to a successful probation period
Department	Early Childhood Centre (PK-2) & Primary School (3-6)
Reports to	Head of Early Childhood Centre and Head of Primary School Operational direction may also be provided by the Principal or their delegate.
Last revised	May 2026

ABOUT GREAT SOUTHERN GRAMMAR

Our School:	Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.
Our Values:	Respect Integrity Courage Compassion
Our Vision:	Create YOUR impact. All Great Southern Grammar graduates are beacons of light in the world, having a positive, lasting impact in their communities for the common good.
Our Mission:	Passion Purpose Joy We are a forward-looking school called to ignite passion , shape purpose and cultivate joy . All students experience success and come to know their important place in the world.
Our Core Strengths:	Place Community Learning & Care Experience People.

POSITION PURPOSE

The purpose of the Student Support Officer - Wellbeing is to provide immediate, practical and pastoral support to students who require assistance with emotional regulation, engagement, social-emotional development and successful participation in the school day.

Reporting to the Head of Primary and Head of Early Childhood Centre, the role assists students to regain readiness to learn, supports safe and respectful behaviour, contributes to student plans and helps implement individual, small-group and school-wide wellbeing initiatives. The position also supports re-entry to class following behavioural incidents, assists with transitions and contributes to a calm, supportive and inclusive school environment.

The Student Support Officer forms part of a shared services approach to student wellbeing and pastoral care. The role is not intended to replace specialist psychological, counselling or clinical services, but provides early intervention, informal support, mentoring, co-regulation, supervision and practical student wellbeing assistance within the school environment.

RESPONSIBILITIES

The responsibilities which are all interlinked include, but are not limited to, the following:

Student Wellbeing and Responsive Support

The Student Support Officer provides timely and responsive support to students, including:

- Assisting students who are distressed, dysregulated or disengaged to regain emotional control and readiness to learn
- Applying appropriate de-escalation, co-regulation and restorative strategies
- Providing informal counselling, mentoring and pastoral support
- Supporting the development of resilience, self-regulation, organisational skills and positive relationships
- Identifying students who may be at risk and escalating concerns appropriately

Behavioural, Engagement and Re-Entry Support

The role supports students to successfully re-engage in learning by:

- Assisting with re-entry to class following behavioural incidents or withdrawal
- Supporting students experiencing disengagement, anxiety, school refusal or relational challenges
- Implementing behaviour and engagement strategies under direction
- Facilitating restorative conversations and reflective practices
- Supporting transitions across activities, environments and year levels

Student Support Planning and Case Management

The Student Support Officer contributes to coordinated student support by:

- Assisting in the development and implementation of behaviour, wellbeing, safety and transition plans
- Supporting case management processes under the direction of school leaders
- Monitoring and documenting student progress and interventions
- Providing relevant feedback to staff to inform decision-making
- Supporting communication with families as directed

Targeted Wellbeing Programs

The role supports the delivery of targeted wellbeing initiatives, including:

- Assisting with individual and small-group interventions
- Supporting programs that develop social skills, emotional literacy and resilience
- Contributing to whole-school wellbeing initiatives and activities

Collaboration and Pastoral Care

The Student Support Officer works collaboratively with staff to strengthen student wellbeing by:

- Working closely with teachers, leaders and the pastoral care team
- Contributing to consistent and proactive approaches to student support
- Communicating effectively with staff, students and families
- Maintaining confidentiality and appropriate professional boundaries

Supervision and Duty of Care

The role includes active supervision and a strong focus on student safety:

- Supervising students in playgrounds and designated support spaces
- Supporting students during withdrawal, reflection or internal suspension
- Maintaining a high standard of duty of care
- Responding promptly to wellbeing or safety concerns

Contribution to School Life

The Student Support Officer also contributes to the broader life of the school by:

- Supporting camps, excursions and co-curricular activities as appropriate
- Assisting during critical incidents or wellbeing-related matters under direction
- Promoting a positive, inclusive and values-based school culture

Administration, Compliance and School Operations

The Student Support Officer is expected to:

- Comply with all relevant legislative and regulatory requirements, as well as the school's policies, procedures and codes of conduct
- Undertake administrative and operational tasks in accordance with school requirements
- Support the effective day-to-day operation of the school through additional duties as reasonably directed by the Principal or their delegate

WORKING RELATIONSHIPS

Internal	Principal and Leadership Team, Heads of School, Teaching and Learning Support Staff, Wellbeing and Pastoral Team, Chaplain / Counsellor / Psychologist
External	Parents and caregivers (as directed), External service providers (as authorised)

EDUCATION, KNOWLEDGE AND EXPERIENCE, SKILLS AND ABILITIES

Education/Qualifications

Essential

- Working with Children Check clearance;
- Satisfactory National Police History Check;
- Hold appropriate Australian work rights;
- Maintain currency of specific expertise through a commitment to ongoing professional development;
- First Aid Certificate;
- Mental Health First Aid Certificate;
- Qualifications in a relevant field such as: Youth Work, Counselling, Psychology, Social Work, Education Support or Teacher Aide studies, Child Development or related discipline

Desirable

- Training in areas such as: Trauma-informed practice, Restorative practices, Mental Health First Aid, Positive Behaviour Support, Protective Behaviours

Knowledge and Experience

- Demonstrated experience working with children or young people, preferably in a school or similar setting
- Sound understanding of student wellbeing, behaviour and social-emotional development
- Experience supporting students with emotional, behavioural or engagement challenges

Skills and Abilities

Essential

- Strong capacity to build positive, respectful relationships with students
- Well-developed interpersonal and communication skills
- Ability to remain calm, patient and responsive in challenging situations
- Practical skills in supporting emotional regulation and behaviour
- Ability to work collaboratively as part of a team
- Sound judgement, discretion and professional integrity
- Strong organisational skills and ability to manage competing priorities

COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

Great Southern Grammar is deeply committed to safeguarding the wellbeing of all students and staff. We expect every staff member and volunteer to uphold this commitment by strictly adhering to our child protection policies and complying with all relevant laws and regulations.

Staff are expected to demonstrate empathy and embody the values of the school in their daily interactions.

Please note that Great Southern Grammar is a smoke-free campus.