



Ballarat High School

## POSITION DESCRIPTION Wellbeing Leader

<b>TIME FRACTION</b>	1.0
<b>CLASSIFICATION</b>	ES Level 1, Range 5
<b>JOB TITLE</b>	Wellbeing Leader
<b>EMPLOYMENT PERIOD</b>	13/07/2026 – ONGOING
<b>JOB OPENING NO.</b>	1531102
<b>APPLY BY</b>	25/06/2026

### School Profile

Ballarat High School is a vibrant and inclusive government secondary school with a proud history dating back over a century. The school caters to approximately 1,500 students from Years 7 to 12 and offers a broad, challenging and future-focused curriculum designed to meet the diverse needs and interests of our students.

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. At Ballarat High School, we are guided by the core values of Pride, Respect and Responsibility, which underpin all aspects of school life. These values shape a positive school culture where students are encouraged to strive for excellence, take ownership of their learning and behaviour, and contribute meaningfully to their community.

We are committed to evidence-based teaching, student wellbeing and the ongoing professional growth of our staff. With strong community connections, modern facilities and a culture of high expectations, Ballarat High School provides a dynamic environment where all students are supported to thrive.

### Role Description

Ballarat High School recognises the vital role of health and wellbeing in promoting a safe, inclusive and supportive school environment. This role leads the wellbeing team, driving the school's wellbeing vision and ensuring students are supported to succeed academically, socially and emotionally.

Working closely with the Principal Team, Sub School Leaders, the Inclusion Team and external agencies, the Wellbeing Leader will be expected to develop, implement and evaluate wellbeing policies and initiatives across the school, manage client referrals, respond to critical incidents and ensure compliance with DE policies including the Child Safe Standards. The successful candidate will possess tertiary qualifications, strong leadership and management experience and expertise in the DE tiered approach to wellbeing.

This position offers the opportunity to shape and enhance wellbeing practices at Ballarat High School, ensuring all students and staff feel supported and empowered to reach their full potential.

As an ES staff member, the range of duties may be expanded in the future in accordance with the ES Range 1-5 Dimensions of Work.

Attendance during some school holiday periods may be required and would be compensated through Leave Purchase or Time in Lieu arrangements.

### Responsibilities

The key responsibilities of the position may include, but is not limited to:

1. As a member of the Ballarat High School Leadership team, establish a clear vision and plan for continuous improvement for wellbeing across Ballarat High School, including using wellbeing and school data to identify priorities, set targets and evaluate the impact of interventions in line with the school's strategic plan.

2. Lead and manage the Wellbeing Team, fostering a safe and collaborative culture, guiding professional learning, and building staff capability to support student wellbeing.
3. Oversee the referral process by triaging, allocating and monitoring cases, ensuring timely and effective support for students.
4. Provide advice and professional learning to staff, to strengthen school-wide capacity in promoting student wellbeing, learning and developmental outcomes.
5. Provide recommendations and supporting evidence for Disability Inclusion Profiles and ensure all DE requirements for at-risk, Out of Home Care (OOHC) and Koorie students are met (eg. IEPs, SSGs).
6. Plan and implement evidence-based prevention, early intervention and targeted strategies for students with complex needs, collaborating with families, staff and external professionals to effectively manage risk.
7. Provide leadership in the development, monitoring and review of individual student plans (e.g. Risk Management Plans and Safety Plans) in collaboration with staff, families and allied professionals.
8. Design and implement wellbeing programs tailored to specific year levels.
9. Lead the Wellbeing Team to strengthen effective partnerships with parents, carers, external agencies and DE Student Support Services to provide comprehensive case management and referral pathways.
10. Lead the school's wellbeing response to critical incidents, including the development and delivery of responsive programs (e.g. stress management, grief and loss).
11. Ensure wellbeing practices and interventions comply with DE policies, Child Safe Standards and legislative requirements relating to privacy, consent, inclusion and student health information.
12. Maintain accurate and professional record-keeping systems in line with DE policy and legal requirements.
13. Manage the wellbeing budget, and forward planning to ensure sustainability of programs and initiatives.

## Key Selection Criteria

Applicants are requested to present a written response to the key selection criteria below:

1. Demonstrated capacity to build, manage and lead a highly effective multidisciplinary team to support student wellbeing.
2. Proven ability to apply an evidence and data driven approach to promoting and delivering preventative and intervention programs that improve student attendance, wellbeing and engagement.
3. Demonstrated capacity to effectively oversee and manage critical wellbeing incidents, and a proven ability to manage particularly complex cases that may require cross-profession or agency collaboration.
4. Implement the DE Tiered approach to wellbeing, including delivering professional learning that informs and enhances the practice of others in supporting engagement and wellbeing.
5. Proven knowledge of, and adherence to, DE policies and guidelines regarding student health, engagement and wellbeing and the ability to lead the development of policies and processes.
6. Highly developed communication, interpersonal and networking skills, including the ability to liaise effectively with students, families, staff and external agencies.

## Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www.education.vic.gov.au/child-safe-standards)

## EEO and OHS Commitment

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education (the department) is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the department. The department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see Workplace adjustment guidelines).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au).

## Who May Apply

Tertiary qualified (e.g. Bachelor/Masters) individuals with the aptitude and experience to fulfil the specific requirements of the position. Applicants must hold current registration, or be eligible for registration, with an applicable professional association.

## Conditions of Employment

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- A current Working with Children Check.

## DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at: <https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

## Applications

Enquiries regarding the position can be directed to Ms Donna Phillips 03 5338 9000.

Applications should be submitted via School Jobs Vic (formally Recruitment Online)

<https://www.education.vic.gov.au/hrweb/careers/Pages/advacsSch.aspx> or a copy of your application can be emailed to Mrs. Julie Pickering Personnel Manager, [ballarat.hs@education.vic.gov.au](mailto:ballarat.hs@education.vic.gov.au) marked Confidential Wellbeing Leader, by 11.59pm on the closing date.

**Responses to the Key Selection Criteria and a Resume including the names of three (3) referees, their contact numbers and email addresses, must be included in the application.**



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or [ballarat.hs@education.vic.gov.au](mailto:ballarat.hs@education.vic.gov.au)

