



POSITION DESCRIPTION

POSITION TITLE	Wellbeing Manager	
REPORTS TO	Director School Programs and Services	
MAIN PEOPLE INTERACTIONS	INTERNAL Curriculum and Pedagogy Team Child Protection Consultant School Psychology Services Team Inclusive Education Team Administrative Support Officers	EXTERNAL Teachers, Middle and Senior Leaders System partners Professional Associations Tertiary, community, and industry partners
POSITION PURPOSE	Reporting to the Director, School Programs and Services, this position will foster internal and external partnerships and provide leadership, consultancy, support, and professional learning for member schools to support the development and implementation of whole-school wellbeing initiatives.	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p><u>Integrity – We build trust through honesty and integrity.</u> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><u>Service – We actively listen, lead, and support our sector.</u> We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p><u>Equity – We celebrate choice and diversity.</u> We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p><u>Stewardship – We collaborate to deliver choice in education.</u> We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA’s Purpose • Comply with AISWA’s Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Support for schools	<ul style="list-style-type: none"> • Provide leadership, support and high-quality advice on the design and delivery of whole school approaches to health and wellbeing. • Deliver professional learning to assist in developing and implementing resilience, health, and wellbeing programs and initiatives. • Provide professional learning to support teachers in improving their capability to prioritize, resource and implement explicit teaching of social and emotional skills, including personal and social general capability. • Establish and maintain collaborative partnerships and supportive communities of practice for school wellbeing leads/contacts across the Independent School network. • Collaborate on and contribute expertise to joint projects with other AISWA staff. • Develop and update resources for schools that support resilience, health, and wellbeing programs and initiatives. • Lead the implementation of the respectful relationship's education project. • Facilitate opportunities for school staff to access practical support, information, professional learning, and resources.
Stakeholder management and engagement	<ul style="list-style-type: none"> • Establish and maintain strategic networks with a range of partners, including cross-sector partners, academics, professional associations, industry, and other relevant contacts (State, National and International), including the Road Safety and Drug Education Branch in the Department of Education. • Investigate and implement strategic partnerships for the benefit of AISWA and member schools.
Leadership and Management	<ul style="list-style-type: none"> • Manage any grant funding allocated, including reporting and compliance requirements. • Lead and manage any human resources allocated to the wellbeing team. • Manage, monitor and be accountable for budget allocations. • Represent AISWA on internal and external committees and working groups as relevant to role.
Other	<ul style="list-style-type: none"> • Monitor relevant research and emerging issues, trends, priorities, and areas of interest related to resilience, health, and wellbeing. • Take direction, consult with, and assist the Director of School Programs and Services • Perform other duties as directed.
Software Specific Requirements	<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite (Outlook Email, Word, Excel, and Teams). • Experience in managing budgets and tracking expenses.
Essential Qualifications	<ul style="list-style-type: none"> • Tertiary degree in education or a similar discipline. • Current Working with Children Check. • Current National Police Clearance.

**Skills and
Qualifications
Required**

- Substantial teaching experience in schools, and/or working in other relevant educational settings.
- Experience in leadership and managing people.
- Previous experience in developing and leading whole school wellbeing initiatives.
- Sound knowledge and understanding of evidence-based educational frameworks supporting health and wellbeing, with an understanding of Australian and Western Australian curriculum requirements (P-12), including Personal and Social General Capability.
- Sound knowledge of current trends and issues relating to resilience, health, and wellbeing of school-aged children
- Experience in planning and delivering multimodal professional learning with diverse audiences.
- Experience in successfully engaging with, and cohesively working with diverse stakeholder groups and building partnerships.
- Experience in creating resources, including the development of content for online environments.
- Excellent oral and written communication skills.
- Ability to initiate and plan projects, manage budgets, and write reports.
- Able to work independently and as part of a team.