



ROLE DESCRIPTION

PASTORAL CARE WORKER

Position overview

At St Thomas More Catholic Primary School, the Pastoral Care Worker provides supportive contact to students, families and staff. This support may be in the form of individual sessions or group work. They promote and coordinate the implementation of programs for students that focus on developing self-esteem, resilience, and social emotional development. The Pastoral Care Worker promotes and coordinates the implementation of programs for parents that focus on supporting, affirming and empowering parents to further develop their parenting skills and understanding of child development. They provide individual staff support, advocacy and innovation that contributes to the development of a stronger and more vibrant school community.

Expectations of the Pastoral Care Worker in a Catholic School

St Thomas More Catholic Primary School is a Catholic school and is conducted in accordance with the teachings of the Catholic Church, as interpreted by the Bishop of the Diocese. As a member of the school community the Pastoral Care Worker is subject to these requirements and is expected to follow them willingly. Specifically, they are expected to:

- Accept the Catholic educational philosophy of the school
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon the subject areas and other aspects of pastoral care work
- Strive to help students to understand, accept and appreciate Catholic teaching and values by their work and by personal example
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act
- Show commitment to regular, on-going professional development.

Background and qualifications

- Possesses qualifications in Social Work/Welfare/Counselling/Pastoral Care.
- Has professional counselling experience, preferably in an educational setting.
- Has an awareness of the ethical and legal issues involved in the role of Pastoral Care Worker within a school environment.
- Has a Current membership, or be eligible to be a member, of relevant professional associations (e.g. AHPRA/AASW).

Role Specific Duties and Responsibilities

- Effectively engage students in counselling.
- Demonstrate skill in providing diverse approaches that support student needs.
- Engage with parents, teachers, Learning Support Officers and Learning Diversity Leaders to advise and support in matters related to student wellbeing.
- Provide a supportive and welcoming presence in the school community.
- Support families, students and staff in times of crisis following the Critical Incident Management of the school.
- Advise families on appropriate referral pathways.
- Provide parenting education both in individual sessions and group work.
- Work with identified students both individually and in small groups on issues such as grief, anxiety, social and emotional development.
- Refer to the appropriate outside agency, with prior agreement of the student/parent, cases requiring therapeutic counselling or an intervention beyond the expertise and resource of the Pastoral Care Worker.
- Act as an advocate for students and promotes student agency within the school or outside agencies.
- Maintain professional digital records in accordance with legislative requirements.
- Participate in the development of strategies and responses for at risk students.
- Participate in a support and liaison network with Pastoral Care Worker contacts in other schools/local community.
- Demonstrate a professional standard of practice in line with the AASW/AHPRA.
- Attend and contribute to weekly school based Wellbeing Team meetings.

Professional Responsibilities:

- Demonstrate a commitment to uphold and contribute to the ethos of the school.
- Complete administrative tasks accurately and on time, including record keeping.
- Maintain accurate and comprehensive digital records of individual cases.
- Participate in professional development activities, which lead to improved student outcomes and strengthened professionalism of the worker.
- Appropriately assist students who are hurt, sick or in distress.
- Develop and maintain effective professional partnerships with other staff.
- Attend scheduled staff meetings, briefings, parent teacher interviews and other learning areas and pastoral meetings as required.
- Establish positive and effective relationships with staff, students, parents and the school community.
- Adhere to St Thomas More Catholic Primary School 'Safeguarding Children and Young People: Code of Conduct'.
- Perform other duties as directed by the Principal.

Knowledge and Understanding

- Thorough understanding of the school's vision and strategic direction.
- Comprehensive understanding of the school's policies and procedures.
- Proven capacity to assess situations and know how to search for information.
- Knowledge of current therapies conducive to working with students, staff and parents.

Occupational Health Safety & Welfare:

- Abide by the various OH&S policies, procedures and responsibilities.
- Promote cooperation/understanding between parents and the school.
- Support teachers, when appropriate with classroom behavioural issues.
- Advise on issues of child protection and child safety.