

Student Wellbeing Assistant

Role Description

The Student Wellbeing Assistant plays a vital role in the support and care of students at Emmaus Christian School by assisting the Wellbeing Services team in managing escalated student needs. This role is instrumental in fostering a safe, supportive, and restorative school environment aligned with the school's Christian ethos and strategic vision.

Under the guidance of Student Wellbeing Coordinator and alongside the Wellbeing team staff, the Student Wellbeing Assistant engages directly with students to provide short-term interventions and proactive support. The role involves triaging emerging concerns and delivering timely, appropriate and responsive assistance. The Student Wellbeing Assistant also plays a key role in contributing to the spiritual life of the school through chapel support, upholding the values of Christian service, restoration, and community.

The Student Wellbeing Assistant reports directly to the Student Wellbeing Coordinator. This position is worked Monday to Friday, 6 hours per day, during school terms, with an additional three weeks during pupil vacation periods and four weeks of annual leave.

Key Responsibilities

Student Wellbeing & Support

- ❖ Provide calm, compassionate support to students experiencing escalated behaviours, assisting them to regulate and return to learning, or referring as appropriate.
- ❖ Triage student wellbeing concerns (self-referred or staff-referred) and connect students with appropriate support or services.
- ❖ Deliver short-term, low-intensity wellbeing support under the guidance of the Wellbeing Coordinator.
- ❖ Support identified students in the classroom and contribute to group activities and case management strategies.
- ❖ Assist in the delivery of targeted wellbeing programs that build resilience, emotional literacy, and positive relationships.
- ❖ Build positive, respectful relationships with students, supporting their social, emotional, and academic development.



Wellbeing Programs

- ❖ Contribute to incident response and support the development of appropriate student interventions.
- ❖ Model and promote restorative practices, fostering a culture of respect, empathy, and reconciliation.
- ❖ Support chapel services and contribute to the spiritual life of the school, including assisting with logistics and, where appropriate, sharing pastoral messages.

Administration & Reporting

- ❖ Maintain accurate, timely, and confidential records of student interactions using school systems.
- ❖ Report any child safety concerns in line with school policies and mandatory reporting requirements.
- ❖ Undertake additional administrative duties as directed by the Student Wellbeing Coordinator, including purchasing, coordinating resources, maintaining records, and supporting the day-to-day administrative functions of the Wellbeing Team.
- ❖ Participate in related training as directed by the Student Wellbeing Coordinator.

Team & School Culture

- ❖ Work collaboratively with the Wellbeing Team and wider staff to support a cohesive, efficient and positive school environment.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.

Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.



Selection Criteria

Essential

- ❖ Demonstrated experience working with children or young people in an educational or support setting.
- ❖ A compassionate, calm, and professional approach to managing student wellbeing needs.
- ❖ Understanding of child and adolescent development, trauma-informed care, and basic mental health support.
- ❖ Ability to engage with students positively and respectfully.
- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised and detail orientated, with strong problem-solving skills and the ability to manage multiple priorities effectively.
- ❖ Proficient use of Microsoft applications, including Word, Excel, Outlook and Teams.
- ❖ Ability to quickly learn and adapt to new and unfamiliar software systems and digital tools.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.

Desirable

- ❖ Training in Restorative Practices, or a willingness to undertake training.
- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.