



Our Lady of
Mercy College

Head of Wellbeing

Application Package



Head of Wellbeing – Duty Statement

Ongoing – Full-time, commencing Semester 2, 2026 (or by negotiation)

Introduction to the College

Our Lady of Mercy College is a co-educational secondary school for students from Year 7 to Year 12. Guided by the Catholic faith and Mercy tradition, the College is committed to inspiring learning, nurturing faith and embracing life. We focus on the holistic development of each student – academically, socially, emotionally and spiritually.

Set in peaceful surroundings, our campus offers dynamic learning spaces, expansive grounds and excellent sporting facilities, creating an ideal environment for students to thrive. Our mission centres on deep learning and spiritual growth, empowering students to become compassionate, capable, and globally minded citizens.

Overall Responsibility

The Head of Wellbeing is a key leadership position, working collaboratively with the Heads of Year and Deputy Principals. The position is responsible for fostering a culture of wellbeing, engagement and continuous improvement for staff and students, with a strong focus on staff wellbeing. The role involves strategic planning, collaboration and advocacy to support mental health, social-emotional learning and community engagement across the College.

Central to the role is the cultivation of meaningful pastoral and wellbeing programs, guided by the College's values and mentoring staff to build strong relationships with students and families, ensuring proactive support for the needs of the College community.

Reporting To

The Head of Wellbeing reports to the Vice Principal and works in collaboration with all members of the College Executive.

Specific Responsibilities

The Head of Wellbeing will:

- Work in collaboration with the Vice Principal to lead and shape a culture of positive staff engagement.
- Work in collaboration with the Deputies to lead the development of a shared vision for Pastoral Care, social-emotional learning, wellbeing and community engagement across the College for students.
- Provide coaching and mentoring to Middle Leaders and where applicable, clinical supervision to the College Counsellors.
- Advocate for staff and student wellbeing and mental health within the College and its wider community.
- Collaborate with Heads of Year to design and implement integrated wellbeing initiatives that support mental wellbeing of the school community.
- Develop and foster partnerships with CEWA and relevant community agencies to enhance wellbeing programs.
- Coordinate proactive wellbeing programs for staff and students in partnership with College Counsellors and the school Social Club Committee.



- Work closely with the First Nations Education Assistants to support and develop programs specifically for First Nations students to build a more inclusive understanding of wellbeing from various cultural perspectives.
- Work closely with the Deputy Principal – Middle School and Deputy Principal – Senior School, College Counsellors, CEWA Psychological Team and Heads of Year to oversee and develop case management plans and review of student wellbeing.
- Engage with students, parents and staff to communicate expectations around student wellbeing.
- Lead policy development and review in line with CEWA policy and relevant legislation in key areas including pastoral care, student and staff wellbeing, welfare, bullying and positive education.
- Maintain a strong understanding of contemporary practice in leading wellbeing through professional development and networking opportunities.
- Provide regular input to the wider community on contemporary wellbeing and education issues.
- Maintain a visible leadership presence and offer advisory support to staff.
- Assist the Deputy Principals in strategic planning for staff and student wellbeing initiatives, including providing clinical and educational guidance in the Keeping Safe Child Protection Framework (KSCP).

Shared Responsibilities with College Leadership

- Support College-wide planning, policy development and decision-making; attend Leadership and College events as required.
- Promote a culture of safety and wellbeing; ensure ongoing support for a child-safe environment.
- Other duties as reasonably required by the Principal.

Selection Criteria

Successful applicants for this role will:

- Be fully supportive of the objectives, ethos and teachings of Catholic education.
- Must hold professional qualifications in either education or counselling.
- Must hold a current registration with the Teachers Registration Board of Western Australia (TRBWA) or relevant qualifications in Social Work, Counselling or Psychology.
- Possess a current Working with Children Check.
- Demonstrate a commitment to ongoing professional learning and engagement with educational networks.
- Have completed or have made progress towards completing Accreditation for Middle Leaders in Catholic Schools or higher.
- Have proven ability to provide effective and collaborative leadership, including mentoring, performance development and guiding staff professionally.
- Have strong communication and organisational skills, risk management and compliance with safeguarding.
- Have excellent ICT skills.
- Contribute to and promote a strong staff culture, working collaboratively with students, staff, parents and Parish to build community.
- Have confidence and expertise in resolving issues constructively and professionally.
- Develop relationships with relevant external organisations.



Tenure and Conditions

Responsibility	Position reports to the Vice Principal.
Tenure	Ongoing Position, Full-time, Commencing Semester 2 2026
Remuneration	As per the industrial agreement WA Catholic School Teachers Enterprise Agreement 2023 Including the Secondary School Promotional Position Allowance Level 1 with the category based on school student numbers.
Salary Packaging	A range of salary packaging options are available as per other Catholic school employees in WA. Allowable salary package items include the following: <ul style="list-style-type: none">• Private health insurance• Payment of school fees• Childcare costs• Mortgage expenses or home rental• Novated lease (vehicle)
Leave	Entitlements as per the industrial agreement.
Working Pattern	Class instruction time is from 8:30am to 3:00pm, however, teachers are required to be on duty each day at least 15 minutes before and after classes each day. In addition, you may reasonably be required to work reasonable additional hours to attend weekly professional meetings (PLC), staff meetings and Mass.
Extra-curricular & After-hour Requirements	Fully support College activities by attendance at various extra-curricular and social functions where required. The activities include and are not restricted to College Graduation, Parent Teacher events, College tours, Annual Commissioning Mass and Presentation Evening are examples of significant compulsory events for all staff.



General Information for Applicants

To apply for the role:

Applicants will need to produce an application package which includes:

1. Cover letter
2. Curriculum Vitae, including copies of professional qualifications

Applications are to be received via email to olmca.humanresources@cewa.edu.au later than 3:00 pm, **Monday June 1 2026. Applications after this deadline will not be accepted.**

1. Cover Letter

Write a cover letter addressing the requirements outlining your suitability for the position. This should be a maximum of two pages. Letters need to be addressed to Mr Vince Bellini.

2. Curriculum Vitae

- Employment history, including specific dates for leadership positions
- Professional qualifications
- Professional learning
- Accreditation status, attainment date and number
- TRBWA (Teacher Registration Board of Western Australia) and WWCC (Working with Children Card) numbers and expiry dates
- Names and contact information of three professional referees, along with your Parish Priest. All will be contacted for the purpose of a verbal reference.

Your three referees must include;

- a person with whom you are currently working.
- a person with whom you have worked in the past two to five years.
- a current line manager.
- Provide copies of professional qualifications, Working with Children card and TRBWA registration.

Further information can be obtained by contacting the Executive Assistant to the Principal, Mrs Louise Blair on 08 9720 3300.

Timeline

Monday 18 May	Position advertised
Monday 1 June	Closing date for applications
Wednesday 3 June	Shortlisting and interview invitations sent
Monday 8 June	Interviews in Bunbury
Friday 12 June	All applicants advised of position outcome



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100 Leisure Drive, PO Box 220, Australind WA 6233. P: (08) 9720 3300
olmca.humanresources@cewa.edu.au | www.olmca.wa.edu.au