



**Student Wellbeing Officer**  
**(Permanent)**



## Our Vision

Connected and thriving communities of lifelong learners.

## Our Purpose

Empowerment through Learner-centred education and training.



### Integrity:

We assess our practices openly and honestly. We learn from our mistakes and meet our commitments. We value integrity: our actions match our words (we walk the talk), and our work contributes to a greater whole (our sum is greater than our parts).

### Inclusion:

We embrace the work necessary to create equity for all. We acknowledge painful histories, confront biases, change our policies and hold each other accountable.

### Collaboration:

We embrace working together in partnership with each other, students and a wide range of stakeholders. We value bringing together a spectrum of expertise, backgrounds and perspectives which fuels a culture of creativity and innovation.

### Innovation:

We do it the Novo way. Our success—and much of the fun—lies in developing new ways to do things.

## Our Acknowledgement

Novo Education Space acknowledges the traditional custodians of the lands on which we work and learn. We pay our respects to Elders past, present and future. We are committed to creating safe and welcoming learning centres for First Nations people to flourish and grow as future community leaders.



# Invitation from the CEO / Principal

Thank you for your interest in the Student Wellbeing Officer (Permanent) position at Novo Education Space.

This is an exciting time to be joining Novo Education Space. We are re-imagining learning spaces in which our students are in the driver's seat of their life, and our educators and wellbeing staff co-create each student's unique learning journey with them, to achieve the student's own self-determined goals.



**Natasha Osmond-Dreyer**

We took the decision to become a registration only school, meaning our students follow the NSW Education Standards (NESA) curriculum, but are not entered for the NESA credentials of Record of Student Achievement and the Higher School Certificate. This affords us the freedom to create meaningful and engaging teaching and learning programs across Key Learning Areas that are not driven by rigid assessment schedules, examinations and trying to cover extraordinary amounts of mandatory content. Our programs are accredited by the international body ASDAN. Our students focus on building portfolios to demonstrate the skills and knowledge they have acquired through their learning experiences. We focus on real-world skills that young people need to have for a productive future and to become positive contributors to their communities. Students can work towards Bronze, Silver and Gold certificates awarded by ASDAN and can also receive micro-credentials for short courses completed. We pro-actively support them to take their next steps into further education, training or employment.

In the last few years we have worked hard to position ourselves and our students for the future, clarifying our purpose and strengthening our teams in alignment with our purpose, values and charter. I invite you to consider expressing your interest for the satisfying and rewarding role of Student Wellbeing Officer (Permanent) with Novo Education Space. Come and join us ... we are all on a learning journey together. If you like the sound of what you read here and think you can contribute to the next stage of Novo Education Space's development, we'd love to hear from you.

**Natasha Osmond-Dreyer**  
**CEO WEA Illawarra**  
**Principal Novo Education Space**



## Who are we?

Novo Education Space is an independent Special Assistance School for Years 9 to 12, registered with the NSW Education Standards Authority. Novo Education Space is operated by WEA Illawarra, a not-for-profit Registered Training Organisation (RTO) and registered charity.

At Novo Education Space we provide opportunities which create capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future. Our purpose is to achieve empowerment through learner-centred education and learning.

Many students at Novo Education Space have experienced trauma as a result of adverse childhood experiences. Our students may have significant gaps in academic achievement and find it difficult to learn in a large group setting, while sometimes presenting with social-emotional challenges in the school environment. They require additional planning, support and adjustments to access their learning.

We utilise the Berry Street model of trauma-sensitive, positive education, which encompasses a structured vision of wellbeing in the school community with case management support for each student. Our relationship practice is grounded in high expectations balanced with support and unconditional positive regard for our students.



## The Novo team

At the core of Novo Education Space are teachers who work collaboratively in teams to deliver student-centred learning opportunities for young people experiencing educational disadvantage. Alongside our teachers, are Student Wellbeing Officers who work with students to proactively build skills that enable students to lead more successful and fulfilling lives. Our senior executive includes our Principal (who is also the CEO of WEA Illawarra), our Leader of Teaching and Learning, our Leader of Health and Wellbeing, and our Leader of Operations. The Board of WEA Illawarra is the governing body of the school.

As an Independent Special Assistance School, you might find that roles and responsibilities vary slightly from that of mainstream education. This is because we are constantly innovating to ensure our systems and roles directly meet the needs of our young people. It's exciting and fulfilling to be able to work deeply to meet the needs of our students. Our staff are creative, resilient, adaptable, brave learning high performers.



# The Role

- Student Wellbeing Officer Part-time (Permanent) to commence Term 1, 2025)
- The role is classified under Schedule D of the WEA Illawarra Enterprise Agreement 2019 at Level 5 to Level 6 (\$67,568 - \$82,476 per annum) depending on level of NESA accreditation:
  - Plus, employer contribution to Superannuation (11.5%)
  - Plus, 17.5% leave loading\*
  - Plus, Motor Vehicle Allowance (approved work journeys) \*
  - Plus, Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum \*\*
- Other salary packaging benefits include:
  - Meal entertainment card (Potential benefit up to \$2,650 per annum)
  - You can package one type of an electronic device per Fringe Benefit Tax (FBT) year (terms and conditions apply).
  - Salary Packaging Available\*
- Laptop, professional learning opportunities supported throughout the year
- Employee Assistance Program (Access EAP) available to all staff
- Reports directly to the Head of Campus and works with the rest of the new Shoalhaven Campus team.

\* These conditions are as per the WEA Illawarra Enterprise Agreement 2019

\*\*Salary Packaging Available (WEA Illawarra is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum which has the potential to increase an employee's take home pay by reducing the amount of tax paid. Please note you should seek your own financial advice, and not take this as any form of financial advice.)

**For further information and a confidential discussion regarding the position contact Monique O'Hara,  
Leader of Health and Wellbeing  
E: [mohara@novo.nsw.edu.au](mailto:mohara@novo.nsw.edu.au)  
M: 0466 656 206**

### **Working With Children Check**

This position is designated as child-related employment. In accordance with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website.

<https://ocg.nsw.gov.au/working-children-check>

### **National Police Check**

WEA Illawarra will require the preferred candidate to undergo a National Police Check to determine suitability for employment for the position, after the interview and prior to commencement.

### **People with a Disability**

If you are successful at gaining an interview and need anything to assist you at the interview please discuss this with the selection panel convenor.

### **Adjustments at Work – Rights of People with a Disability, Pre-existing Illness, or Injury**

It is WEA Illawarra policy to make reasonable adjustments in the workplace to meet the needs of people with a disability, illness, or injury. Adjustments may include changing aspects of the workplace or the job so that employees with a disability, illness or injury can use their skills effectively and candidates can compete based on their capabilities. If you are identified as the preferred candidate for a position you will be required to complete a Pre-Employment Health Declaration to disclose if you have a disability, pre-existing illness, or injury. The Declaration will assist us in understanding your capacity to safely carry out the inherent requirements of the position and consider any reasonable adjustments that may be required. The primary purpose of this declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the

Pre-Employment Health Declaration to deny a person employment solely because of disability, illness or injury.

### **Privacy Information Collection Notice**

We collect, use, hold and disclose personal and sensitive information in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Illawarra at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing [info@weaillawarra.com.au](mailto:info@weaillawarra.com.au). In expressing your interest for this position you will be providing WEA Illawarra with personal information.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your expression of interest for employment. We may make notes and prepare a confidential report in respect of your expression of interest. We may keep this information on file if your expression of interest is unsuccessful in case another position becomes available.

WEA Illawarra's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. We will not disclose this information to a third party without your consent.

We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.

WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.

If you provide WEA Illawarra with the personal information of others, e.g., referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish, and that WEA Illawarra does not usually disclose this information to third parties.

# How to Apply

Novo Education Space appoints candidates on the basis of merit according to the selection criteria outlined in the position description. For your application to be considered, please include the following:

**1. A Cover Letter.** Please include your name, contact details and the position for which you are applying. Then, tell us what lights you up about the prospect of working at Novo, and how you could see yourself living out our vision and purpose (max 1 page).

**2. Your CV** should tell us about your education and qualifications, what type of work you are doing now, and what you have done in the past. Please refer to the Position Description (Selection Criteria - Education and Experience and Selection Criteria - Other) (max 4 pages).

**3. Respond to the Selection Criteria**– Knowledge and Skills - Essential from within the Position Description. Desirable criteria are optional.

Write a statement about how you meet each of the selection criteria. Please set out your response by listing each selection criterion as a heading. Under each heading, clearly demonstrate how you meet the criterion, using examples. Limit your response to 4 pages.

**4. Referees.** Please provide the name, mobile phone number and email address of at least **THREE** referees including your current Principal. In providing these details, you give us permission to contact your referees anytime throughout the process.

Please submit your application in PDF format with all aspects combined into a single document. Ensure your name and contact phone number is in the header or footer of each page of your application.



Email your application to Giovanni Vilella, Manager People and Culture,  
gvillella@weaillawarra.com.au.

Please be sure to include everything from the “How to Apply” checklist.

**Applications close 11.59pm Sunday, 24 November 2024**

Only those applicants successful in gaining an interview will be contacted by phone.

If you are not successful in progressing to interview, you will not receive any further contact from us, as the volume of applications for positions is always very high, and we are not able to respond to each unsuccessful applicant.

**THANK YOU FOR YOUR INTEREST IN  
NOVO EDUCATION SPACE**



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