



## Position Description

### Principal Coaching and Support Service Advisor

**Location:** Brisbane (Central)

**Department:** headspace School Support

**Level:** HS6

**Employment Type:** Full Time, Maximum Term

**Approved By:** Kristen Douglas

**Date Approved:** October 2018

**Agreed By:** \_\_\_\_\_

**Date Agreed:** \_\_\_\_\_

#### 1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

#### 2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

#### 3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people

- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services

#### 4. POSITION SUMMARY

**headspace** in partnership with Department of Education Queensland (DET QLD), QSPA (Queensland Secondary Principal's Association), QASSP (Queensland Association of State Schools Principals) and QASEL (Queensland Association of Special Education Leaders) provide a state-wide support service specifically for secondary school Principals and Deputy Principals, who have managed a critical or complex incident or experienced a trauma within their school community.

The Principal Coaching and Support Service is offered to Principals and Deputy Principals to support 'mild to moderate stress reactions' which arise directly from managing a critical incident.

#### 5. POSITION CONTEXT

**headspace** In Schools, works to reduce the rates of youth suicide and improve mental health outcomes among Australian secondary school students. This role complements the broader **headspace** in Schools program and holds a strong focus on building the capacity of schools and relevant workforces.

Reporting to the Principal Coaching and Support Service Manager, The Principal Coaching and Support Service Advisor will provide one on one support utilising strategies. The incumbent will contribute to the ongoing development of resources of mental health service providers to support the program. The Principal Coaching and Support Service Advisor will deliver training workshops to school leaders that increase knowledge and awareness of the potentially negative impact of traumatic incidents and strategies to support recovery.

#### 6. KEY RESPONSIBILITIES/OUTCOMES

- In consultation with PCSS Manager, contribute to the ongoing development and implementation of the Principal Coaching and Support Service.
- Provide one-on-one support to school leaders through facilitated reflective practice and psychoeducation to reduce the impact and long term effects of situational stress.
- Support Principals and Deputy Principals to access specialised mental health support services when necessary.
- Contribute to the ongoing development of resources of mental health service providers to support the PCSS.
- Deliver training workshops to school leaders that increase knowledge and awareness of the potentially negative impact of traumatic incidents and strategies to support recovery.
- In collaboration with DET QLD's representative, and under direction of the PCSS Manager, work to achieve the key deliverables and objectives of the agreed PCSS contract between **headspace** and DET QLD.
- Contribute to the identified mechanisms and tools to assess, measure and monitor the delivery of the PCSS.
- Undertake regular intra-state and occasional inter-state travel and other duties consistent with the position where required and/or requested by the PCSS Manager or **headspace** in Schools Operations Manager.

## 7. KEY SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 7.1 Essential

- A postgraduate qualification in education, counselling, health and/or mental health, or equivalent combination of relevant training and experience.
- Experience in conducting supportive conversations following a critical incident.
- Experience in delivering support programs for leaders or workforces to assist with recovery and/or wellbeing post trauma or critical incident.
- Exceptional interpersonal, communication and organisational skills with the ability to operate effectively at a state level with a range of individuals and stakeholders across a range of sectors and settings.
- Experience delivering training / education to school leaders on self-care and stress management techniques and, strategies for wellbeing and mental health after an incident.
- Experience in working with / in the education sector and with school leaders in relation to mental health and wellbeing.
- Demonstrated knowledge in the area of adult and youth mental health.
- Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.
- Ability to work both independently and collaboratively as a productive team member.

### 7.2 Desirable

- Knowledge and understanding of the Queensland Education System.
- Knowledge and understanding of critical incident response support in Queensland.
- Experience in working in the area of Suicide Intervention.
- Highly motivated with strong project management experience

## 8. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times