



The Role of the Year Adviser

STUDENT WELFARE

- Support individual students through their high school journeys.
- Assist class teachers to understand and implement the differentiated needs of individual students.
- Liaise with the School Counsellors/Psychologists and identify students of concern for referral according to school policies and procedures.
- Initiate/develop/enhance programs that develop and promote group cohesion and identification.
- Participate in fortnightly Welfare Team Meetings.
- Assist with maintaining the student uniform standards of the school due to its substantial impact on promoting a culture of unity, belonging and inclusion.
- Participate in the development and implementation of school policy, strategies and best practice relating to student welfare.

ORGANISATION

- Organise and attend year cohort camps and wellbeing excursions/incursions.
- Coordinate and lead year meetings (timetabled year meetings occur on Week A Tuesdays).
- Assist and present at information, transition, subject selection, recognition and graduation events.

COMMUNICATION

- Provide the initial point of contact for parents/carers with regard to welfare.
- Refer important information on to necessary members of the Welfare Team, school Executive, and/or classroom teachers.

ADMINISTRATION

- Initiate welfare/progress reports and relay feedback to parents/carers in a timely manner.
- Regularly (twice a term) review overall attendance of individual students and refer/follow up accordingly.
- Assist with new enrolment procedures.
- Monitor trends in individual students relating to issues such as academic progress, attendance, behaviour, and social adjustment, and refer, where necessary, to the counsellors, and/or Executive members of the Welfare Team.