



St Mary's Primary School  
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## Mental Health and Wellbeing Leader (MHWL)

**Position:** Mental Health & Wellbeing Leader (0.4)

**Start Date:** Term 1, 2026

### About St Mary's Primary School

St Mary's Primary School, Clarkes Hill, is a small Catholic primary school located in a rural setting approximately 16 kilometres northeast of Ballarat. The school serves children from Foundation to Year 6, welcoming all families regardless of culture, religion, or background, and currently enrolls 17 students.

St Mary's offers a unique farmland setting where students learn in a supportive, close-knit community, with extra care and attention given to each child. The picturesque rural surroundings provide a tranquil and safe atmosphere for learning and play.

The school is well-resourced and progressive, offering a broad curriculum grounded in Catholic values, with a focus on the spiritual, academic, physical, cultural, social, and emotional development of every student. Small class sizes allow personalised attention, and the staff emphasise strong relationships and community engagement. St Mary's collaborates with nearby schools for wider social and extracurricular opportunities.

Founded over 70 years ago in 1946, St Mary's is proud of its heritage and maintains strong community ties. Parent involvement is encouraged and the school works in partnership with families and the parish to nurture Christian values, including the school values of being respectful, inclusive, courageous and kind.

### MHWL Role Overview

As part of the Mental Health in Primary Schools (MHIPS) initiative, we are seeking a dedicated Mental Health & Wellbeing Leader (MHWL) to cultivate whole-school wellbeing. Funded by the Victorian Government, the MHWL role is not clinical but strategic—focused on building staff capacity, creating referral pathways and embedding mental health strategies school-wide.

## Key Responsibilities

The role of the Mental Health and Wellbeing Leader is to:

- Build capability of the whole school with regard to mental health and wellbeing (identification, promotion and prevention).
- Provide support to staff to better identify and support students with mental health needs.
- Establish and maintain clear referral pathways within the school and to external services for students requiring assessment and intervention, and monitor and evaluate student progress.
- Provide responsive classroom support for students identified with mental health concerns.
- Collaborate with regional mental health teams to align student supports.
- Lead whole-school mental health promotion, prevention and early-intervention initiatives.
- Monitor student progress and contribute to wellbeing policy and transformation efforts.

## Training & Support Provided

- Induction and professional learning from the University of Melbourne's MHiPS training program.

## Requirements

- Current Victorian Institute of Teaching registration.
- Demonstrated experience in primary school teaching and/or wellbeing leadership.
- Strong communication, collaboration, and organisational skills.
- A passion for embedding preventative, school-wide mental health practices.

## How to Apply

Please submit the following to [cscanlon@smclarkeshill.catholic.edu.au](mailto:cscanlon@smclarkeshill.catholic.edu.au)

1. A letter addressing your suitability for the role (max 2 pages)
2. A current Curriculum Vitae
3. An application for employment form obtained from the school's website

Applications close: 5:00pm, Friday 19th September

For more information, contact Principal Clare Scanlon: [cscanlon@smclarkeshill.catholic.edu.au](mailto:cscanlon@smclarkeshill.catholic.edu.au)