

POSITION DESCRIPTION

Position: Academy Wellbeing Manager

Contract: Full time

Reports to: Head of Academy Operations

Commencement date: January 2025

POSITION PURPOSE

Graduates of the Queensland Ballet Academy will be exceptionally trained young dancers. Central to supporting this goal, the Wellbeing Manager will focus daily on ensuring the learning and training environment produces professionally trained ballet artists who are supported, empowered, and equipped with key attributes to best position them for their aspirations. In a fast-paced, high-performing, professional ballet environment, the Wellbeing Manager will design, implement, test and report on enrolment, transition, and retention goals of the Academy. This role will liaise across a range of stakeholder groups especially Queensland Ballet Academy Artistic and Business teams; Kelvin Grove State College staff; current, future and past parents/carers and students and Academy teachers, as required.

REPORTING

This role reports to the Head of Academy Operations.

RESPONSIBILITIES

Wellbeing, Retention and Pathways

- Develop, implement and deliver pastoral care and wellbeing initiatives across the Academy to ensure and build collegiality, maintain connectivity with teachers and staff and promote a culture of belonging, encouragement and support.
- Generate and ensure positive interactions between all current, future and past students, so that student outcomes positively reflect the Academy's world class reputation.
- Proactively lead student retention strategies and establish and maintain accurate student attrition data and supporting insights for reporting purposes.
- Support the individual student's journey and career pathway and assist the development of new strategies and initiatives for each cohort.
- Attend appropriate events as the manager of student wellbeing.
- Collaborate with the Marketing team to generate broad appeal of the Academy, through sharing anecdotal feedback, experiences and stories from key stakeholders.
- Support the financial management of the Academy by working closely with the Academy Director, Head of Academy Operations and Enrolments and Pathways Specialist to maintain and build enrolments.
- Lead proactive wellbeing initiative delivery and engagement with external practitioners to improve student retention and support students, families and staff.

- Manage student wellbeing and behaviour in collaboration with families and Kelvin Grove State College including sensitive cases requiring a high level of care and confidentiality.
- Act as the Health and Artistic team's conduit overseeing communication regarding student information and injury/illness management.
- Manage parent/teacher and student/teacher conversations and feedback, to ensure open, honest, respectful and productive communication is consistently developed.
- Work with the broader QB Team to develop Academy specific diversity, inclusion and First Nations initiatives.
- Develop a program for individual and group wellbeing check ins across Academy full-time training programs in addition to engagement strategies with families.
- Support new students and families with a successful transition into training at Queensland Ballet Academy.
- Manage and lead the process for student assemblies, representatives and focus groups to promote student agency and provide multiple channels for feedback.
- Coordinate enrolment and graduation transition planning for students to transition to a new program or alternative pathway.
- Develop strategies and initiatives to engage with students living away from home to support their wellbeing and welfare.
- Proactively engage with families and students, interacting confidently and with passion and modelling behaviour associated with an engaged, safe, and well continuum of training.

General Administration Management

- Stay up to date with and ensure the organisation's policies and practices are informed by, major child safety research, reports, changes in legislation and topical information as it relates to maintaining safe environments for children.
- Manage and consolidate attendance data, assessment/examination and reporting outcomes and transition processes including those activities relating to students moving through and out of the Academy and/or repeating training.
- Liaise with the Artistic Program Coordinators and Academy Director to coordinate transparent and honest examination, assessment and reporting procedures, as well as maintaining confidentiality and accountability to Kelvin Grove State College.
- Work in collaboration with the Head of Academy Operations to actively contribute to a team environment focussed on mitigating risk, ensuring safety and wellness and providing support for all internal and external stakeholders.
- Maintain accurate and up to date records of student meetings, wellbeing sessions and communication with families and staff at Kelvin Grove State College.

Relations with Kelvin Grove State College

- Strengthen the chain of communication with Kelvin Grove State College around key activities, student wellbeing (pastoral care and student management), and yearly calendars (exam blocks, variations to routine, excursions/incursions and holidays).
- Ensure that all student excursions and variations to routine are aligned with Kelvin Grove State College's processes, through the required documentation and the development of associated risk management procedures.

- Act as the key contact between Queensland Ballet and Kelvin Grove State College as the entity charged with ultimate responsibility of the Academy Program students.
- In collaboration with the Academy Director and key Kelvin Grove State College staff, provide solutions to manage all student and family pastoral care requirements including differentiated ways to manage domestic, interstate and international enrolments and transitions.
- Support the Head of Academy Operations in delivering the annual scholarship and bursary program, providing advice and working with the assessment committee to ensure the program is managed in line with the enrolment and bursary strategies.
- Provide referrals to Kelvin Grove State College staff (Teachers, Heads of Department and Guidance Officers) through the OneSchool student management software suite.

SELECTION CRITERIA

1. Minimum of 3+ years' experience working in an education environment combined with a passion for ballet and/or creative industries.
2. High level interpersonal skills in dealing with a variety of key stakeholders, including parents and students, combined with the ability to always ensure confidentiality and privacy, in line with government child protection policies and procedures.
3. Demonstrated experience in supporting students, either as a teacher, head of department, wellbeing officer, student services officer or similar, with a focus on providing an effective and supportive learning environment for all students – one that meets the needs of individuals.
4. Intermediate administrative skills and familiarity with Microsoft Office suite combined with the ability to acquire skills quickly in the use of a wide variety of databases and/or software.

This role requires a current Blue Card (Working with Children Check) as a condition of employment.

GENERAL INFORMATION

Recreation Leave

20 working days per year

Personal/Carer's Leave

10 working days per year

Hours of Work

Nominally 38 hours per week Monday to Fridays, with occasional weekend and evenings work.

Probationary Period

Six months from commencement

Salary

To be negotiated with the successful candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 11.5%.

APPLICATION PROCESS

To apply for this role, please email your CV and a Covering Letter to joinus@queenslandballet.com.au.

Applications will be considered as they are received, so we encourage you to submit your application at your

earliest convenience. Please note that referees will be sought from candidates following the interview process.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company and one of the fastest growing arts organisations in Australia. We offer a program of world-class productions of the best classical ballets and inspired contemporary and neo-classical dance works. Our dancers are acclaimed for their technical excellence, versatility and generosity of spirit. We understand our responsibility to Queensland's regional communities and regularly tour our artistic and community programs, while offering exciting health and community programs from our West End home, the Thomas Dixon Centre. We are committed to enriching the lives of as many people as possible.

Queensland Ballet Academy offers professional ballet and dance training, designed to nurture the young dancers of today into the world-class artists of tomorrow. We take great pride in nurturing the future custodians of our artform. Combining world-class dance training with an emphasis on student wellbeing, our Academy offers a unique educational pathway comparable to the finest international ballet schools. We foster a creative and supportive learning environment that equips students with the skills to realise their full potential, while developing resilience, self-value and confidence.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.

We are committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.