

## **Defence School Mentor**

**Whole position salary:** \$12,000.00

**Contract term:** 1 January 2022 to 31 December 2022

**Closing date:** 24/12/2022

**Location:** Crib Point Primary School

**Job description:** The occupant of this position will provide information and support and develop a range of activities for dependants of Defence members and families to ease the impact of mobility and service related parental absence. The Defence School Mentor (DSM) is a school/education authority employee and is responsible to the Principal or nominee for everyday activities.

**Contact officer:** Please call Kerry Sorenson on 0424 375 006 for information relating to this position.

**Selection criteria:** Your application for this position should specifically address each of the selection criteria listed below and the work profile attached. Short-listing and selection will be based upon responses to these selection criteria and the attached Duty Statement.

1. Sound communication skills, both oral and written, and the ability to communicate effectively with primary school aged children, school Principal and staff, parents, Defence members and their families.
2. Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality.
3. Ability to plan, organise and deliver activities and resources relating to the needs of Defence families.
4. Ability to acquire quickly an understanding of the operations of the school.
5. A sound knowledge of Excel and Word.

**Reporting relationships:** The DSM will be responsible to the Principal or nominee for everyday activities and meet with the Management Team on a regular basis. The local EDLO and DSM will also be in close contact for advice, support and training needs. All applicants for school-based positions are required to disclose information regarding criminal convictions for certain offences. Criminal history of any appointee will be checked under the relevant State/Territory legislation. A Victorian Working With Children Check is necessary for this.

**Work environment:** Schools perform a vital role in providing quality educational services to their students to assist them to acquire knowledge and understanding, to pursue special interests, to strive to achieve excellence, and to develop social and vocational skills. Schools also aim to facilitate and support the participation of parents and carers to enable a smooth transition and rewarding educational experience for young people from Defence families.

**Duty statement:** Under direction of the Principal or Principal's nominee, a DSM provides assistance to Defence children and families. This may include:

- assisting Defence parents and students to become familiar with the school and its facilities
- co-coordinating appropriate welcoming and farewelling activities for Defence students involving the school community
- supporting students at school during times of parental absence from home for Service requirements
- monitoring Defence students' personal issues such as friendship, peer group and classroom difficulties
- contributing items of interest to relevant school community correspondence

- providing opportunities for Defence families to meet other Defence families within the school community
- being a contact for new parents of mobile Defence students in the school
- maintaining contact with Defence families who are enrolled in the school
- assisting with mandatory reporting. It is expected that the successful applicant will be able to demonstrate the following attributes:
  - initiative and leadership qualities
  - the ability to work independently
- an inclusive approach to working with young people. The DSM is not a teacher, teacher's aide or counsellor, nor is it intended that the DSM work one-on-one with a student on a long-term basis. Duty statement: (Secondary) Under direction of the Principal or Principal's nominee, a DSM provides assistance to Defence children and their families. This may include:
  - supporting and assisting young people from Defence families to integrate into the school community
  - creating a greater and ongoing awareness within the school community of the needs of young people from Defence families
  - working with individuals, groups, families and stakeholders to develop, implement and evaluate relevant programs
  - promoting the participation of young people from Defence families in school and community activities
  - providing advocacy and negotiation support for these young people, as required
  - providing Defence students and their families with information and appropriate referral to support services
  - developing resources and programs to support young people from Defence families
  - proactively contributing to the school team, adhering to school policies and priorities
- assisting with mandatory reporting. It is expected that the successful applicant will be able to demonstrate the following attributes:
  - initiative and leadership qualities
  - the ability to work independently
- an inclusive approach to working with young people. The DSM is not a teacher, teacher's aide or counsellor, nor is it intended that the DSM work one-on-one with a student on a long-term basis.