

St Mary's College Seymour

Position Description



Defence School Mentor

Classification	Education Support Level 2
Award	Catholic Education Multi Employer Agreement (CEMEA) 2022
Tenure	Fixed Term, as per the CEMEA 2022
Employment	Part Time, Fixed Term, with possibility of extension
Reports to	Principal

Our College

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy. The College is governed by Melbourne Archdiocese Catholic Schools (MACS).

The College has a dedicated staff, visionary College Advisory Council, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Our Vision

A welcoming Catholic community that respects our heritage and looks to a sustainable future. We inspire learning excellence, resilience and service to others.

Mercy Values and Ethos

Compassion:	Responding to vulnerability with care and concern
Justice:	Seeking fair and equitable outcomes for all
Respect:	Treating all whom we meet with joy and kindness
Hospitality:	Offering welcome and comfort
Service:	Dedicated to proclaiming God's love through word and deed
Courage:	Willing to speak up and speak out in response to injustice

Position Overview

The Defence School Mentor (DSM) provides assistance to Defence families to minimize the impact of the mobile lifestyle on Defence student's education, including the social aspects of their schooling, and to build the capability of the school to support Defence students particularly during transitions into and out of the school and during parental absences.

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

The Defence School Mentor works collaboratively with parents, staff, contractors and the wider community.

This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

Key Duties & Responsibilities

Defence School Mentor

- Will provide information, support and develop a range of activities for the young people of Australian Defence Force families.
- The Defence School mentor will be responsible to the Principal or nominee for everyday activities and meet with the Management Team on a regular basis. The Regional Education Defence Liaison Officer and Defence School Mentor will also be in close contact for advice, support and training needs.
- To provide a conduit to education and community resources to support Defence children's wellbeing.
- To establish ongoing programs and resources for use during and beyond the life of the DSTA program.
- To help Defence families integrate successfully and quickly into their school and local community.
- Create a greater and ongoing awareness within the school community of the needs of young people from ADF families.
- Work with individuals, groups, families and stakeholders to develop, implement and evaluate relevant programs.
- Promote the participation of young people from ADF families in school and community activities.
- Other duties as directed by the Principal.

Child Safety

- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role.
- Participate in performance appraisal.

Other duties

- Demonstrate professional and collegiate relationships.
 - Contribute to a healthy and safe work environment for self, others and complies with safe work policies and procedures.
 - Be familiar and comply with the College's First Aid and Emergency procedures;
 - Attend whole College events such as College assemblies, sports events, mass, community, and faith days.
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Child Safety

St Mary's College is committed to the safety, wellbeing and inclusion of our students.

The College has a zero tolerance to all forms of child abuse and actively works to listen and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT) (teaching staff) **OR** a Victorian Working with Children Card (WWC) (other College staff).

Staff are required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the College's Child Safety Code of Conduct, and any other policies and procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *CEMEA 2022 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety Policy may be viewed by accessing <https://www.smseymour.catholic.edu.au/our-school/college-policies/>

Selection Criteria

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.

Commitment to Child Safety

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Qualifications/Experience

- *The successful applicant must hold or be willing to acquire a Working With Children Check card and a National Police Record check before employment.*

Skills and Attributes

- Well-developed interpersonal skills with the ability to develop and maintain strong working relationships with key stakeholders
- Excellent oral and written communication skills with the ability to communicate clearly.
- Ability to work collaboratively and promote a positive culture within a team environment.
- Enthusiastic and highly motivated with a commitment to continuous improvement.
- High level of professional personal presentation.

Other information

- *This position is located at 90 High Street, Seymour 3660.*
- *Terms and conditions of service are set out in the CEMEA (2022).*
- *St Mary's College, Seymour is a Child Safe School. We promote the safety, wellbeing and inclusion of all children.*