



# Position Description

<b>Position Title</b>	<b>Defence School Mentor</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Catholic College Wodonga
<b>Location</b>	<i>1 Bowman Court, Wodonga</i>
<b>Enterprise Agreement and / or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Education Support Officer Category B Level 2
<b>Remuneration</b>	TBA
<b>FTE</b>	19 hours per week (funding dependent)
<b>Status</b>	Fixed Term
<b>Reports to</b>	Deputy Principal – Student Engagement & Wellbeing

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

We are a co-educational school with around 1250 students from Year 7 to Year 12.

The school opened in 1979 when St Augustine's Girls Secondary College expanded and moved to this location as Catholic College Wodonga. Today the school continues its affiliation with Mercy Education and was recently recognised as one of Cambridge University's 100 Most Innovative Schools.

We're proud to be known as a school that's welcoming to all. We provide a balance of spiritual, academic, cultural, physical, emotional and social learning within a respectful and positive environment.

Catholic Education Sandhurst Limited (CES Ltd)

CES Ltd is situated in Central and North Eastern Victoria, home to 52 Catholic schools educating 19,750 students in large regional centres and small vibrant townships. We are committed to working in partnership with schools, students and families, providing innovation and excellence in education; inspired by the Catholic story. We feature large regional centres of Bendigo, Wodonga, Wangaratta, Shepparton and Echuca, as well as many smaller vibrant communities where making people feel welcome is a speciality.

Diversity, Inclusion and Child Safety

CES Ltd embrace diversity and social inclusion and encourage people from diverse backgrounds to apply. We are committed to ensuring the safety, wellbeing, and inclusion of all children.

## Position Summary

The Defence School Mentor (DSM) will provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence.

The DSM role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The DSM's role is embedded in Catholic College Wodonga's Wellbeing team.

## Key Responsibilities

<b>Defence students and families</b>	<ul style="list-style-type: none"><li>• Supporting the transition of Defence families and students into and out of the school during posting (e.g. developing welcoming activities, integration activities to provide support during transition into a new school, absence support activities to provide support during periods of parental absence, and farewelling activities to prepare Defence families and students for relocating to a new school.)</li><li>• Providing Defence students with age-appropriate, social and emotional support that enhances existing school supports.</li></ul>
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	<ul style="list-style-type: none"> <li>• Providing Defence families with information about the school environment and available Defence Member and Family Support (DMFS) programs relevant to their student's development.</li> <li>• Raising awareness and building capacity among school staff to respond to the social and emotional needs of students from Defence families (e.g. sharing information with school staff about the Defence lifestyle, impacts on Defence students, and supports available through the DSMP and DMFS).</li> <li>• Possessing a strong understanding of the Defence lifestyle and developing strong relationships with Defence students at the school.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for all students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Understanding of and commitment to Child Safe Standards.</li> </ul>
<b>Professionalism &amp; Ethos/Mission of the College</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic School and its mission.</li> <li>• Is punctual for all duties</li> <li>• Presents self appropriately, following dress code as required.</li> <li>• Keeps privileged information to which they are privy by virtue of the employment position confidential.</li> <li>• Responds to own training/development needs.</li> <li>• Seeks feedback on own performance.</li> <li>• Maintains highly effective working relationships with all staff.</li> <li>• Co-operates with colleagues to achieve the implementation of all College Policies and procedures.</li> <li>• Participates in meetings as required.</li> </ul>
<b>Occupational Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants</li> <li>• To have knowledge of, and comply with the College's OHS policies and procedures</li> <li>• To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors</li> <li>• To report all incidents and/or potential hazards to the relevant persons as soon as possible.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

# Mandatory Responsibilities and Requirements

## Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

## Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

## Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Current (or ability to gain) Working with Children Check</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge about wellbeing principles for children and young adults.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Commit to and uphold the Catholic ethos of the College through their work.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the Victorian Child Safe Standards.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• High level of oral and written communication skills, and the ability to communicate effectively with Defence students, families, principal, and school staff.</li> <li>• Ability to effectively plan, organise and deliver innovative and creative programs, resources and activities relating to Defence students, families, and the school community.</li> <li>• Ability to quickly acquire an understanding of the school context and student population.</li> </ul>