

# POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

## Defence School Mentor

Position Level	School Administration Services – Level 5.1
Salary (Pro-rata)	\$68,366 (based on skills and experience)
Reports To	Principal
Location	Merici Catholic College – Braddon, ACT
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	Appointment until 30 June 2022 with renewal subject to funding
Hours Per Fortnight	53.2 hours

### Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100.

Position Purpose	The occupant of this position will provide information, 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.
Position Duties	<p><b>Specific duties include:</b></p> <ul style="list-style-type: none"> <li>• Supporting and assisting young people from Defence families to integrate into the school community;</li> <li>• Creating a greater and ongoing awareness within the school community of the needs of young people from Defence families;</li> <li>• Working with individuals, groups, families, and stakeholders to develop, implement and evaluate relevant programs;</li> <li>• Promoting the participation of young people from Defence families in school and community activities;</li> <li>• Providing advocacy and negotiation support for these young people, as required;</li> <li>• Providing Defence students and their families with information and appropriate referral to support services;</li> <li>• Developing resources and programs to support young people from Defence families;</li> <li>• Proactively contributing to the school team, adhering to school policies and priorities;</li> <li>• Assisting with mandatory reporting;</li> </ul>

<p>Skills, Attributes and Experience</p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to empathise and work with young people;</li> <li>• Ability to liaise with a range of individuals and community groups;</li> <li>• Demonstrated high level of communication skills, both oral and written, and the ability to communicate effectively with a diverse range of people, e.g., students, school Principal and staff, parents, Defence members and their families;</li> <li>• Demonstrated skills in advocacy and negotiation, including problem-solving and conflict resolution are essential;</li> <li>• Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality;</li> <li>• Ability to plan, organise, evaluate, and deliver innovative and creative programs, resources and activities relating to mobile families, students, and the school community;</li> <li>• Demonstrated sound knowledge of Excel and Word.</li> </ul>
<p>Qualifications</p>	<ul style="list-style-type: none"> <li>• Requires knowledge or training equivalent to either a diploma or certificate IV with relevant work experience, a certificate III with extensive work experience, or an equivalent combination of relevant experience.</li> <li>• Must hold a relevant Working with Children registration.</li> </ul>

## Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

## Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

## Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)