

POSITION DESCRIPTION

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

Defence School Mentor

Position Number	002029
Classification	Classroom and Learning Support Services Level 5 under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Thomas More's Primary, Campbell ACT

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	The Defence School Mentor is responsible for building strong relationships with defence students and their families. This role plays a key role in developing a range of activities for dependants of Defence members and families to ease the impact of mobility and service-related parental absence.
Position Duties	<ul style="list-style-type: none"> • Supporting and assisting students from Defence families to integrate into the school community. • Creating 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. • Provide 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 students from Defence families. • Proactively contributing to the school team, adhering to school policies and priorities. • Assisting with mandatory reporting.

Essential Criteria	<ol style="list-style-type: none"> 1. Demonstrated ability to empathise and work with students and their families. 2. Appropriate qualifications and/or demonstrated relevant experience. 3. Ability to liaise with a range of individuals and community groups. 4. Demonstrated high level of communication skills, both oral and written and the ability to communicate effectively with a diverse range of people. 5. Demonstrated skills in advocacy and negotiation, including problem-solving and conflict resolution are essential. 6. Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality. 7. Ability to plan, organise, evaluate, and deliver innovative and creative programs, resources and activities relating to mobile families, students, and the school community. 8. Demonstrated sound knowledge of Excel and Word.
Qualifications	<ul style="list-style-type: none"> • Working with Vulnerable People (WWVP). • Current First Aid Certificate (or willingness to obtain).

Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> • Working with Vulnerable People Check (WwVP) • Teaching Quality Institute (TQI) 	<ul style="list-style-type: none"> • Working with Children Check (WwCC) • NSW Education Standards Authority (NESA)

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).