



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	David Scott School – FlexEd Wellbeing Worker
<b>DIVISION</b>	Community Programs
<b>DEPARTMENT</b>	David Scott School
<b>REPORTS TO</b>	Education Research Lead

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business, and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth, and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice, and research to advocate national, state, and local policy solutions for people experiencing disadvantage.

BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be safe, happy and empowered. We support and respect all children and vulnerable adults, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all our program participants.

### DAVID SCOTT SCHOOL CHILD SAFETY

The David Scott School (DSS) is a child safe employer and is committed to the welfare of young people and their protection. All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct.

All staff at School are expected to be well informed and actively engage in their obligations in relation to the school's Child Safety Program. The DSS Child Safety Code of Conduct is incorporated in the staff employment cycle from recruitment and reference checking to induction, probation review processes, supervision, and regular staff training.

Employment with the School includes compliance with the Child Safety Statement.

### Child Safety Statement: David Scott School

- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures

- is committed to promoting physical, emotional, and cultural safety for all children
- is committed to providing a safe environment for all children.

## **DEPARTMENT PURPOSE**

In 2017, the Brotherhood established the David Scott School (DSS), based on the work which had been undertaken in delivering Community Victorian Certificate of Applied Learning (VCAL) at the Brotherhood's High St Centre. The DSS vision is to ensure that all young people receive a high quality education that empowers them to reach their potential and equips them for a good life.

The DSS delivers an integrated education program to meet the literacy, numeracy and personal development needs of young people (aged 15-19) in the Frankston and Mornington Peninsula region who are unable to participate in mainstream schooling.

The DSS delivers an evidence-based, innovative applied learning model informed for re-engaging and maintaining young people in education, and in preparing them for the work and/or further study.

The DSS also provides career pathways support as well as integrated well-being support for students facing barriers and challenges (family issues, substance abuse, health, housing, financial issues) to completing their education.

## **POSITION PURPOSE**

To support students to find a sense of purpose and belonging within their education and educational community and meet students where they are at in their educational journey within the context of their lives.

The primary purpose of this position is to support students through a strength-based lens to identify and manage barriers to educational connectedness which may negatively impact equitable access to education. The position includes developing, implementing and maintaining a plan for each student to achieve their personal learning goals.

This role is designed to work exclusively with The David Scott School's most disengaged students and their families, supports and professionals. The role includes onsite and online support as well as administrative and outreach work. All support offered will be designed around developing the most effective strategies for ensuring students feel safe, connected and learner ready. This position will aim to reconnect students to the main DSS program but will have a variety of success measures in operation.

This position will also include supporting the work of the Wellbeing and Engagement team onsite for a set period each week which will include time in the conventional classroom offering at DSS.

## **KEY RESPONSIBILITIES**

- Work closely with the allocated teacher assigned to the FlexEd class
- Facilitate outreach visits to students in their home environments or other community locations
- Facilitate access to support services, including transporting students when required
- Identify barriers to educational opportunity and develop attendance plans with students and other staff
- Liaise with agencies, parents, carers and professionals to develop Care Plans for effective supports for re-engaging into school
- Liaise with DSS staff, including Teaching and Learning team, to best support re-engagement into conventional DSS classes

Understand and implement relevant DET and ISV processes for engaging with young people

- Maintain accurate case files and reports to track student progress and or challenges
- Co-ordinate students to link with pathways and transitions workers at DSS to explore other post-secondary education options
- Demonstrate a detailed understanding Child Safety and Mandatory Reporting requirements.
- Support students within the classroom to integrate, engage and connect in a personalized school program, assisting young people to meet school expectations
- Actively contribute to the school's multi-disciplinary team, including driving ongoing Student Support Group meetings, Review Meetings and liaising with key members of the young peoples' community
- Liaise and support connections with students and families to internal and external services
- Identify, develop, and implement individual and group programs in response to the identified wellbeing needs of students
- Support the Teaching and Learning Team with internal and external school activities
- Actively participate in parent information evenings
- Record significant interventions with students and contact with parents/workers onto Compass student management system
- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require direct/indirect contact with children and/or vulnerable individuals
- Other duties as negotiated and required

## **KEY SELECTION CRITERIA**

### **Career Experience:**

- Demonstrated knowledge and experience in the application of practical and restorative support to vulnerable young people.
- Theoretical and practical understanding of the causes of educational disengagement and psychosocial, systemic and/or cultural barriers that young people can experience
- Demonstrated ability to assess individual student needs, develop case plans, individual learning plans and appropriate interventions for vulnerable young people
- Demonstrated ability to assess risk and create safety plans
- Capacity to work effectively as part of a care team to improve engagement, learning readiness and achievement of academic connection and goal setting
- Demonstrated skills and experience in building and maintaining professional relationships with young people, supporting boundary setting and regulation associated with behavioural expectations and learning aspirations
- Demonstrated ability to develop, maintain and facilitate networks and community partnerships
- Knowledge of the impact of family systems in educational connection, goal setting and future pathways
- Excellent interpersonal, written and verbal communication skills
- Well-developed time management and organisational skills, including the ability to plan workload, prioritise and adapt to changing demands.

- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.

### **Personal Qualities**

- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety. You will be required to abide by the Child & Adult Safeguarding Policy and the Code of Conduct as well as all related child safe policies and procedures
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

### **Qualifications/other**

- A relevant tertiary qualification in youth work, social work, family therapy, counselling, health (with Mental Health specialisation) or related discipline

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

### **SCOPE OF RESPONSIBILITY**

- Direct Reports - N/A
- Indirect Reports – N/A

### **MANDATORY EMPLOYMENT CRITERIA**

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- Drivers license
- a Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.