



POSITION DESCRIPTION

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

Defence School Mentor

Position Level	School Administrative Services – Level 4.1
Salary	\$57,255 (based on skills and experience) <i>(Pro-rata for part-time)</i>
Reports To	Principal
Location	St Thomas More’s Primary – Campbell, ACT
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	Term 3 - December 2021
Hours Per Fortnight	TBA

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 professionals.

Position Purpose	The occupant of this position will provide information and support and develop a range of activities and programs for the dependants of Australian Defence Force (ADF) 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 for everyday activities. The local DCO Education Liaison Officer (EDLO) will also be in close contact for advice, support and training needs.
Position Duties	<p>Under direction of the Principal, the DSM provides assistance to Defence children and families. This includes:</p> <ul style="list-style-type: none"> • Supporting and assisting Defence students and families to integrate into the school community. • Coordinating appropriate welcoming and farewelling activities for Defence students involving the school community. • Supporting students at school during times of parental absence from home for service requirements. • Monitoring Defence students’ personal issues such as friendship, peer groups and classroom difficulties. • Contributing items of interest to relevant school community correspondence. • Being a contact for new parents of mobile Defence students in the school. • Maintaining contact with Defence families who are enrolled in the school.

<p>Skills, Attributes and Experience</p>	<p>The successful applicant will demonstrate:</p> <ol style="list-style-type: none"> 1. Sound communication skills both oral and written, and the ability to communicate effectively with primary school age children, school principal and staff, parents, Defence members and their families. 2. Ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality. 3. Ability to plan, organise, evaluate and deliver activities and resources and relating to the needs of ADF Families. 4. Ability to quickly acquire an understanding of the operations of the school. 5. Skills in advocacy and negotiations including problem solving and conflict resolution.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Current driver's licence and Working with Vulnerable People Card.

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