



Position Name: Defence School Mentor
Casual Hourly Rate: \$30.52
Hours Available: 10 hours per week
Contract Term: Tuesday 29 January – Friday 20 December 2019
Closing Date: 4:00pm Friday 7th of December
Location: Wodonga Primary School

Job Description:

The occupant of this position will provide information and 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.

Role Overview:

Within the school community the DSM provides assistance to Defence students and their families, and raises awareness of unique needs of these families due to the military lifestyle. The role of the DSM is not one of a teacher or counsellor, but as a conduit between these professional services to facilitate information sharing and appropriate referral to support services as required.

The DSM will:

- provide a positive role model for students and families,
- assist Defence students and families engage and interact in various aspects of school life,
- transition Defence students and families to and from the school by actively assisting with welcoming, integrating and farewelling of the students and families,
- assist to develop programs and activities that specifically address the resilience of Defence students,
- actively network in order to source, facilitate and support Defence students and families, and
- facilitate support for Defence students and families for problem resolutions, such as school adjustment issues, deployment and reunion adjustments, and parent/child communications.

The following table indicates the minimum standard expected of a DSM position.

Duties and Responsibilities Allocation		Delivery of Support Models
Student Contact	45%	10 hours per week
Events	20%	
Family Contact	10%	
Administration	10%	
Planning	15%	



Reporting Relationships:

The Defence School Mentor (DSM) will be responsible to the Principal or nominee for every day activities and meet with the Management Team on a regular basis. The REDLO and DSM will also be in close contact for advice, support and training needs.

All applicants for school based positions are required to disclose information regarding criminal convictions for certain offences. Criminal history of any appointee will be checked under the relevant State/Territory legislation. A Victorian Issues Working with Children Check is required for the successful applicant.

Child Safe Commitment:

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct, this will need to be read and agreed to before commencing employment.

Work Environment:

Schools perform a vital role in providing quality educational services to their students to assist them to acquire knowledge and understanding, to pursue special interests, to strive to achieve excellence, and to develop social and vocational skills. Schools also aim to facilitate and support the participation of parents and carers to enable a smooth transition and rewarding educational experience for young people from Defence families.

Duty Statement:

Under direction of the Principal or Principal's nominee:-

A Defence School Mentor provides assistance to Defence children and families.

Welcoming

- Assist Defence parents and children to become familiar with the school and its facilities.
- Coordinating appropriate welcoming activities for Defence children and their family involving the school community.
- Be a contact for Defence children and their families when they join the school.

Integrating

- Monitoring ADF children's personal issues such as friendship, peer groups and classroom difficulties.
- Providing opportunities for Defence families to meet other Defence families within the school community.
- Maintaining regular contact with Defence families who are enrolled in the school.

Absence Support

- Supporting Defence children at school during times of parental absence from home for service requirements.

Farewelling

- Coordinate appropriate farewell activities for Defence children involving the school community.
- Be a support for Defence children and their families as they leave the school.

The DSM is not a teacher or counsellor nor is it intended that the DSM work with one student on a long term basis.

Application Process

Should you wish to submit an application for this position, you will need to provide responses to the Key Selection Criteria outlined below and submit these with a copy of your resume to Wodonga Primary School no later than **4pm on Friday 7th of December 2018**. Late applications will not be accepted.

Applications may be emailed to:
wodonga.ps@edumail.vic.gov.au



KEY SELECTION CRITERIA

Your application for this position should specifically address each of the selection criteria listed below and the work profile attached. Short listing and selection will be based upon responses to these selection criteria and the attached Duty Statement.

SC 1 Sound communication skills both oral and written, and the ability to communicate effectively with primary school aged children, school principal and staff, parents, Defence Members and their families.

SC 2 Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member and maintain confidentiality.

SC 3 Ability to plan, organise and deliver activities and resources relating to the needs of Defence families.

SC 4 Ability to quickly acquire an understanding of the operations of the school and integrate into the wider school community.

SC 5 Ability to conduct yourself in an appropriate manner for an educational setting.

