



Position Description

Position:	Defence School Mentor
Appointed by:	The Principal
Responsible to:	Head of Junior School – St Anne's Campus/Head of Garnsey Campus
Location:	St Anne's and Garnsey Campuses

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The Defence School Mentor (DSM) 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 Program (DSMP) delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within the school. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence.

The DSM is a Gippsland Grammar employee and is responsible to the Head of Campus for everyday activities.

Reporting Relationships:

The DSM will be responsible to the Head of Campus (or nominee) for everyday activities and meet with the Head of Campus on a regular basis. The Regional Education Liaison Officer (REDLO) and DSM will also be in close contact for advice, support and training needs.

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.

Objectives:

To provide assistance to Defence children and families. This may include:

- Supporting the integration of new Defence students into the school environment
- Supporting Defence students experiencing any social, emotional or academic challenges.
- Supporting defence students experiencing the impacts of Defence related parental absence and relocation.
- Directing students to school, Defence or external programs, services or opportunities that meet their support needs.
- Increasing the awareness and appreciation of the unique Defence lifestyle and associated challenges for students in schools and local communities.

Key Responsibilities:

- Assisting Defence parents and children to become familiar with the school and its facilities;
- Co-coordinating appropriate welcoming and farewelling activities for Defence children involving the school community;
- Supporting children at school during times of parental absence from home for service requirements;
- Monitoring Defence children's personal issues such as friendship, peer groups and classroom difficulties;
- Contributing items of interest to the school newsletter;
- Providing opportunities for Defence families to meet other Defence families within the school community;
- Being a contact for new parents of mobile Defence children in the school;
- Maintaining contact with Defence families who are enrolled in the school.
- Possessing a strong understanding of the Defence lifestyle and developing strong relationships with Defence students at 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.

Other Duties

Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

Professional Responsibilities

- Work collaboratively as a member of the relevant team to ensure best possible outcomes for students/staff/school.
- Demonstrated strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- Willingness to participate in and also encourage students to fully participate in the life of our School.
- Compliance with the School's WHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

Pastoral

This position includes duties associated with a support role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

Co-curricular

Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

Key Selection Criteria

Qualifications

1. Current Employee Working With Children Clearance
2. Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
3. Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).

Essential Criteria

1. Valid Australian Driver's licence (being at least a probationary licence)
2. Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Desirable Criteria

1. Sound communication skills both oral and written, and the ability to communicate effectively with primary school aged children, School Principal (or nominee) and staff, parents, Defence Members and their families.
2. Knowledge about wellbeing principles for young children and young adults

3. High level of oral and written communication skills, and the ability to communicate effectively with Defence students, families, DSM Supervisors, Principals and school staff.
4. Ability to effectively plan, organise and deliver innovative and creative programs, resources and activities relating to Defence students, families and the school community
5. Strong initiative and the ability to own work, set priorities, meet deadlines, work independently and as a team member and maintain confidentiality.
6. Ability to quickly acquire an understanding of the operations of the school context and student population.
7. Be committed to providing a child safe environment.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

Gippsland Grammar is a student safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.