

<b>Title:</b>	<b>Youth Liaison and Family Partnerships Officer</b>
<b>Reports To:</b>	<b>Deputy Principal Student Wellbeing NDC</b>
<b>Category:</b>	<b>Education Support Officer – Category B</b>
<b>Time Fraction:</b>	<b>3 days per week</b>
<b>Base Campus:</b>	<b>Notre Dame Campus</b>
<b>Commencement:</b>	<b>Term 2, 2021</b>
<b>Tenure:</b>	<b>Ongoing</b>

Emmanuel College operates within a Catholic ethos based on Gospel values - respect for personal dignity, peace and justice, integrity and reconciliation – as expressed in its Marianist tradition. The Youth Liaison and Family Partnerships Officer bears witness to these values in their interactions with staff, students and parents.

Emmanuel College's mission is to support all dimensions of the growth and learning of the students whom the College serves.

All College staff must remain familiar with Emmanuel's [Emmanuel-College-Child-Safety-Code-of-Conduct.pdf](#) which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of College employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect. [Victorian-Catholic-School-Statement-of-Commitment-to-Child-Safety-FINAL.pdf](#)

The Youth Liaison and Family Partnerships Officer supports the school community to celebrate cultural diversity and identify, understand and respond to specific issues which affect CALD students, in order to best support their wellbeing and overall growth and learning – faith, social, emotional, academic.

The Youth Liaison and Family Partnerships Officer reports to the Deputy Principal, Student Wellbeing (NDC)

### Responsibilities

- Promote, maintain and enhance the Catholic identity of the school.
- Promote, maintain and enhance social justice action in the school and wider community.
- Promote, maintain and enhance participation in prayer and liturgical celebrations.
- Proactively promote the College in the broader community through community activities and connections
- Be available to work with the College community in matters of spirituality, relating to illness and bereavement
- Providing detailed advice to the College Leadership Team on community involvement strategies
- Recognise and celebrate cultural diversity and assist to organise cultural experiences at the College during Cultural Diversity Week, Refugee Week etc
- Highlight cultural celebrations in the community

- Proactively raise with the College issues which affect culturally diverse parents and students and ways in which these might be addressed
- Liaise with Homeroom Teachers, subject teachers, and others as required
- With the Deputy Principals, Student Wellbeing provide regular feedback and information to the Pastoral Team
- Collaborating with the Pastoral Team to identify students at risk
- Liaise with relevant Welfare Support Agencies to access support for students and their families when necessary
- Meet with students to identify and discuss their concerns
- Provide support and advice to students in a one-on-one or group setting
- Assess risks and provide mentoring to students
- Refer students to the College Counsellors/Psychologists if needed
- Promote, maintain and enhance student leadership.
- Support the investigation and implementation of decisions regarding unacceptable student behaviour as relevant.
- Liaise with the Deputy Principal, Student Wellbeing, in the follow-up of serious offence or further phases of unacceptable behaviour by a student and attend re-entry interviews as relevant;
- Support in the identification and collation of the Nationally Consistent Collection of Data (NCCD)
- Act as an interpreter for African families to assist communication in all areas of college function, for example:
  - Homeroom Teachers
  - House Leaders
  - Deputy Principals
  - Parent-teacher interviews
  - Learning Support Staff
  - Finance Staff
- Provide professional learning to the College staff on cultural understandings and sensitivities
- Provide an effective communication link between schools, students, families and a broad range of stakeholders, and provide advice and support to enable and improve the participation of young people in educational and training programmes
- Plan, implement and facilitate programmes focused on the specific needs of students, such as, building resilience, anger management, behaviour management, self-development
- Organise and supervise group activities that facilitate greater student engagement
- Introduce programmes that will focus on improving relationships for students
- Seek relevant funding as available
- Maintain student files
- In conjunction with the Learning and Teaching Leader – Student Progression, identify and support priority students including attendance at VCE Support Group Meetings [VSG];
- Assist with new enrolments and orientation of students and families who are transitioning into the Emmanuel College community
- Provide assistance to families completing paperwork required by the College
- Working with the Deputy Principal, Student Wellbeing to:
  - Explain to families the College structure
  - Explain to families College expectations of staff, parents and students

- Explain to families the use of SEQTA/Operoo etc
- Utilise technology for communication
- Create a means to provide advice to parents on helping students learning at home
- Assist parents in establishing and maintaining contact with the College and contact with families prior to key events
- Assist in primary school transition visits
- Promote and support family engagement activities
  - Assist in the planning and running of Parent meetings
  - Translate and prepare information for distribution to families
- Be available to parents at Information Nights, Interviews, Open Days, Testing Days and Orientation Days
- Update the College of current trends and issues arising in the community
- Liaise between the African community and the College
- Where appropriate, visit the homes of families
- Connect with the Sudanese community with phone calls and check-ins
- Proactively engage with students to develop a greater sense of self and the possible impact on others

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Emmanuel College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.