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| Job Description |
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|  | **Department:** |  | **Location:** | Dandenong West Primary School |
|  | Dandenong West Primary School  |
|  | **Classification:** |
|  | Ed Support Level 1-Range 2  |
|  | **Position Description:** |
|  | Community Hub Leader  |

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|  | **Subject/Duties:** |  | **Level:** |  |  |
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|  | **Begin Date:** |  | **End Date:** |  |  |  |  |  |  |
|  |  | 15/07/2019  |  | 20/12/2019  |
|  | **Regular/Temporary:** | Fixed Term  |
|  | **Hours:** |  |  |
|  |  | 12.00  |  |  |  |  |  |  |  |  |  |  |
|  | **Reference #:** |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1157870  |
|  | **Contact Name:** |  |
|  |  | Beverley Hansen  |
|  | **Phone:** |  |
|  |  | 03 9792 2868  |
|  | **School Website:** |  |
|  |  | dandenong.west.ps@edujmail.vic.gov.au  |
|  | **Apply By:** |  |
|  |  | 19/06/2019  |
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|  | **Location Profile**  |
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|  | At Dandenong West Primary School we seek to meet the needs of the community we serve. Our view of education is expansive, while student learning is our core business we recognise this does not happen in isolation from families and the wider community. We have high aspirations for our students, as do their families. Our programs are designed to enhance student learning, support families by providing access to services and learning opportunities, and to foster participation within the wider community. Our school vision embodies this view of education:*“Our vision is to inspire a passion for learning that motivates us to* *live life with enthusiasm and a positive attitude.”*To achieve our vision we expect all staff to develop positive relationships with our students, their families and more widely; we understand that life is a process of continuous growth, and growth itself is a process of learning through making meaningful connections. To establish and maintain positive learning relationships our staff are expected to implement the Berry St Educational Model and Restorative Practices.Our programs are designed to meet the needs of a large group of students newly-arrived in Australia who face a range of challenges; including learning English. Our teachers work in teams to provide an exciting and engaging learning program designed to meet students' individual learning needs. All teachers work in flexible learning spaces. Time is allocated to enable teams to plan together for effective learning and teaching and to ensure consistent practices are established and maintained. Teaching staff are provided with a range of Professional Learning opportunities to improve the quality of learning and teaching; including working with the school's Instructional Coach and Stem Learning Specialist.We have a Well-Being Team to support students and families who work alongside teachers to ensure students are happy, safe and ready to learn.  Dandenong West has developed a range of innovative opportunities to engage families and the wider community with the school. We have a Community Hub that facilities parent engagement and learning throughout the school day. |

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|  | **Selection Criteria**  |
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|  | SC1  Tertiary qualifications in Community Development or a related field or substantial experience in a similar role.SC2  Knowledge of Community development principles and techniques.SC3  Ability to gain the support and assistance of parents, other stake holders, community agencies, early years service networks and staff in developing a Community Hub.SC4  Demonstrated capacity to work both independently and as part of a team, including well-developed planning, time management and organisational skills.SC5  Ability to communicate effectively with people and families from diverse backgrounds, especially culturally and linguistically diverse families.SC6   Well developed oral communication skills, as well as sound written and report writing and ICT skills. |

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|  | **Role**  |
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|  | **Attendance**The successful applicant will be required to be in attendance from 9am to 3.30pm every Wednesday and Thursday **Purpose**In partnership with the local community coordinate the development of the Community Hub, consisting of:* Engaging and working collaboratively with families and community members, agency and service providers to facilitate participation in a range of activities that build family confidence, skills and knowledge of child development and parenting
* Working with school school/community agency staff to ensure a welcoming environment for parents at the Community Hub
* Attending and participating in Hub Leader networking and learning and development meetings
* Liaising with the support agency staff to share and review resources and information
* Interacting positively with all parents, children, colleagues and community members
* Developing and maintaining effective relationships with community members, services, funding agencies and local Early Years networks
* Leading collaborative planning by the local community partnership group to respond effectively to the needs of families

**Position Outcomes*** Community members and services are engaged and participate in the Community Hub
* The Community Hub partnership will have a clear outcomes-based work plan
* The community hub partnership will reflect the program philosophy

**Family Liaison*** Be a point of contact to assist families
* Support parents to participate in hub, school and community activities
* Link parents to information, programs and services and assist with referrals as required
* Advocate for families

**Coordinate Activities*** Organise activities, programs, or events in response to identified needs, interests and program outcomes
* Promote Early Years Hub and broader community activities
* Collaborate with School based staff and external agencies to deliver co-located and coordinated services
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|  | **Responsibilities**  |
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|  | **Accountability*** Develop and maintain an annual workplan in line with the contractual obligations and program outcomes
* Manage the budget and fulfil reporting accountabilities

**Leadership and Management*** Lead, motivate and coordinate a cohesive approach to the achievement of the local outcomes of the Community Hub partnership
* Create opportunities to develop programs the build the capacity of parents/carers and families to participate in the development and life of the Community Hub and general community
* Coordinate Community Hub activities and processes including supporting the establishment and facilitation of the local community partnership group
* Assist with the documentation for the Community Hub; agendas, minutes, schedules, data collection, developing brochures, writing articles, newsletters and reports
* Manage the partnership agreement/s between the lead agency and local community services/groups
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|  | **Who May Apply**  |
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|  | Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position. |

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|  | **EEO AND OHS Commitment**  |
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|  | The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces. |

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|  | **Child Safe Standards**  |
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|  | 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 consistent with the Department’s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx> |

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|  | **DET Values**  |
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|  | The Department’s employees commit to upholding DET’s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET’s Values complement each school’s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx> |

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|  | **Other Information**  |
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|  | - All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.-  A probationary period may apply during the first year of employment and induction and support programs provided.- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at [http://www.education.vic.gov.au/hrweb/Pages/default.aspx](http://www.education.vic.gov/hrweb/Pages/default.aspx)  |

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