

POSITION DESCRIPTION

Position Title:	Education Support
Program/Unit:	MacKillop School Caulfield
Term:	Ongoing
Award/Agreement:	VCEMEA
Classification:	Education Support Cat. B
Position reports to:	Education and Wellbeing Coordinator

JUSTICE
HOPE
COLLABORATION
COMPASSION
RESPECT

ORGANISATIONAL CONTEXT

Established in 1997 MacKillop Family Services (MacKillop) continues the child and family welfare ministries of the Christian Brothers (Oceania), the Sisters of Mercy (Melbourne) and the Sisters of St. Joseph (Victoria) in Western Sydney, Wollongong, NSW South Coast, Melbourne, Geelong, Warrnambool and Perth.

Programs include Home Based and Residential Care, Disability Services, Youth Support, Education and Training, Family Support and support of women and men who as children were in the care of our founding agencies.

MacKillop Family Services involves a staff of some 1000 personnel and nearly 500 volunteers. Operating out of more than 30 sites our budget expenditure is \$100 million.

MacKillop acknowledges the important work of the Royal Commission into Institutional Responses to Child Sexual Abuse in promoting child safe policies and practices to better protect children. MacKillop is committed to promoting and protecting the best interests of children involved in its programs. MacKillop believes that all children have equal rights to protection from abuse and has a zero tolerance for child abuse, neglect and exploitation. The protection of children is a shared responsibility between MacKillop, all employees, workers, contractors, associates, and members of the MacKillop community.

MacKillop Family Services has embarked upon a journey of change through its adoption of the Sanctuary Model. The Sanctuary model is underpinned by the commitments of: Nonviolence, Emotional Intelligence, Social Learning, Open Communication, Social Responsibility, Democracy, Growth and Change.

The Sanctuary Model is a blueprint for clinical and organisational change which, at its core, promotes safety and recovery from adversity through the active creation of a trauma-informed community. A recognition that adversity is pervasive in the experience of human beings forms the basis for the Sanctuary Model's focus not only on the people who seek services, but equally on the people and systems who provide those services.

MacKillop acknowledges the Traditional Custodians and their Elders in each of the communities where we work, affirms the significant place and identity Aboriginal and Torres Strait Islanders hold as First Australians, values and celebrates the strength of Aboriginal and Torres Strait Islander Culture and actively commits itself to the truth telling, justice and healing that are required for reconciliation.

OUR VISION

All children, young people and families are safe, thriving and connected to culture and community. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

OUR VALUES

Justice: We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly; and

Hope: We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship; and

Collaboration: We commit to working in a collaborative spirit through cooperation, coordination, and partnership; and

Compassion: We commit to creating an attitude of openness to others and to their circumstances; and

Respect: We seek to listen and learn from each other and to build relationships with respect.

MACKILLOP EDUCATION SERVICES

The central goal of MacKillop Family Services is *to support, to foster hope and to promote justice for children, young people and their families, particularly those who experience distress, disadvantage and Education is central to that goal.*

Children in Out-of-Home Care are a high priority client group of MacKillop Education Services, as are adolescents at risk of leaving school without vocational skills.

MacKillop Education Services currently provide outreach programs from three sites, Geelong, Maidstone, and Warrnambool. In Whittington, Geelong we also offer school-based programs for primary and secondary students (Foundation - VCAL), who are disengaged from school as well as the outreach programs to young people aged 12 to 17 who are engaged with child protections, have mental health issues and have not attended school for some time. The MacKillop School in Whittington also provides a one-day-per-week social skills development program for students attending school. The education programs provide flexible learning pathways and they equip participants with the skills to remain at MacKillop School, re-enter a mainstream school or to take up other employment and further education options, including Traineeships and Apprenticeships.

MacKillop School has a Primary Campus in Maidstone. The campus caters for children, with complex and diverse needs, from Year 3 – Year 6. Our Caulfield Campus is also currently focussed on the primary years.

PRIMARY OBJECTIVES

The primary objective of the Education Support role is to work collaboratively with classroom staff by supporting them to enhance the learning outcomes of students.

This role will report to and receive direct supervision from:

Education and Wellbeing Coordinator

KEY RESULT AREAS AND RESPONSIBILITIES

- Support classroom teachers and wellbeing staff to enhance the learning of students
- Work with individual students and in small group settings, building positive relationships with the children, their guardians and support teams
- Implement a program of activities for a range of co-curricular areas, as directed by the School Leaders
- Support students in the transition process, as directed by the Principal and School Leaders
- Work collaboratively with teachers and school staff
- Supervise students in unstructured recess and lunch sessions
- Support teachers in the supervision of students while travelling or engaging in off-site learning activities
- Maintain relevant facilities and resources to support the learning program
- Attend staff meetings and other duties as required by the Principal
- Participate in appropriate professional development opportunities and annual performance reviews and constructively participate in supervision
- Observe and support the MacKillop values and ethos, the policies and procedures of MacKillop Education and the ReLATE and Sanctuary Frameworks.

KEY SELECTION CRITERIA

- Relevant work experience and a minimum Diploma Qualification or Certificate IV in Education Support or Special Needs
- An understanding of teaching and learning support strategies and the ability to implement these as required
- Demonstrated high-level written and verbal communication skills and high-level interpersonal skills including a capacity to develop constructive relationships with students, care givers, community service providers and other staff.

- Demonstrated ability and experience in understanding the unique nature of providing high quality educational experiences to young people with multiple and complex needs, including those marginalised from school and society through trauma, abuse and neglect.
- Demonstrated commitment and capacity to actively contribute to a broad range of school activities, including student excursions and camps etc.
- An understanding and commitment to the objectives and values of the organisation, including ReLATE and Sanctuary Frameworks, as outlined above, and a capacity to represent MacKillop values, as required by the role.

OTHER JOB-RELATED INFORMATION

The incumbent is required to:

- Observe and actively support MacKillop’s policies and procedures, including the WH&S policy and strategy.
- Maintain a safe and tidy work environment to OH&S standards;
- Attend mandatory and other training as required.

The incumbent must possess a:

- Valid and current Drivers’ Licence which must be sighted;
- Satisfactory criminal history and identity check; and
- Working with Children Check.

APPROVAL

Approved by:	Anne Henderson	January 2020
Position Title:	Executive Principal	
Staff Name:		
Signature:		