

Position Description

Position title	Generalist Teacher Secondary
Document ID	PD-F-153
Program/Unit	Mackillop Education
Term	Fixed Term
Classification	VCEMEA
Position reports to	Secondary Team Leader

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 is 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;

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

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

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

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 abuse. 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 provides education support, to these young people, through outreach programs from three sites: Geelong, Maidstone, and Warrnambool. We offer education support through our Children in Residential Care Programs (CIRC) and the Western Education Support Team Program (WEST).

Our schools in Geelong (Foundation – VCAL), Maidstone (Years 3-6), Caulfield (currently focussed on the primary years), cater for students who are disengaged, or at risk of disengaging, from education. The education programs provide flexible learning pathways and they equip participants with the skills to either remain at MacKillop School, re-enter mainstream school or, for senior students, to take up employment or further education options, including traineeships and apprenticeships.

The XTend Program in Geelong caters for young people aged 12 to 17 who are engaged with mental health services and/or child protection.

Position purpose

This position is situated within the MacKillop Education Geelong, a P-12 school that provides education to students who are disengaged, or at risk of disengaging, from education.

The Generalist Teacher is a member of MacKillop Education Geelong and reports to the Secondary Team Leader. The Generalist Teacher will work collaboratively with other staff to develop and deliver education programs that are suited to the specific needs of the students.

Primary objectives

The Generalist Teacher will design and deliver a range of education programs that meet the needs of the students and are compliant with curriculum requirements. This includes classroom teaching and 1:1 intensive student support.

In collaboration with the Deputy Principal and Secondary Team Leader, the Generalist Teacher will contribute to the development of education programs appropriate to the identified learning and wellbeing requirements of children with complex and diverse needs, who have often experienced trauma, abuse, or neglect.

Key result areas and responsibilities

The Generalist Teacher will:

- Model a commitment to Child Safety, unconditional positive regard and trauma informed practice at all times
- Develop education programs for a range of students following a rigorous assessment of their initial and ongoing educational needs
- Work collaboratively in the development of the primary curriculum which is focussed on enhancing learning outcomes in all areas of the curriculum
- Set and demonstrate high expectations for student learning and education outcomes. through the development of Individual Education and Behaviour Support Plans
- Support the Secondary Team to enhance capacity and implement systems and processes related to learning and wellbeing (Education Plans, Critical Incident Response, Behaviour Support, Re-Engagement, Restorative and Positive Behaviours)
- Provide regular informal and formal feedback to family/carers, care teams, school and network staff on the progress of each student.
- Support the development of transition and behaviour support plans that cater for the learning needs of individual students
- Participate in appropriate professional development opportunities and annual performance reviews and constructively participate in supervision
- Provide intensive one on one support to students, as required

- Provide casual relief across both the Primary and Secondary Schools, as required
- Undertake other duties and responsibilities as required

Administration

- Maintain Records of class attendance, records of student progress and information required for funding and reporting
- Manage appropriate student files and case records to the level specified in MacKillop Family Services policies
- Maintain a high standard of student management consistent with policy
- Be available for excursions and student camps
- Contribute to the development of MacKillop Education

From time to time, as mentioned above, a person's position may need to change significantly and hence warrant a complete review. At such times and where required, the incumbent will be adequately trained/mentored to support them during this transition.

Key selection criteria

The incumbent will have:

- A knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families
- A four year teaching qualification or equivalent and eligibility for Victorian Institute of Teaching (VIT) registration
- Demonstrated understanding of and experience in implementing highly aspirational initiatives in student learning, informed by the Victorian Curriculum
- Experience in the design, delivery and assessment of programs that cater for diverse and complex needs of individual learners and a commitment to trauma-informed practice
- Demonstrated understanding of contemporary developments in education and a capacity to engage students who have a range of learning difficulties and challenging behaviours.
- Demonstrated capacity to work collaboratively with colleagues to improve the quality of programs and enhance student outcomes
- Demonstrated high level written and verbal communication skills and interpersonal skills to develop constructive relationships with students, parents, caregivers, staff and external agencies.
- Demonstrated commitment and capacity to actively contribute to a broad range of school activities including student excursions and camps
- An understanding and commitment to the values and objectives of the organisation and a capacity to represent MacKillop as required by the role.

Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's OH&S policy and strategy.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card. This will be covered if incumbent possesses a current VIT registration.
- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

Approver's full name:	Justin Roberts	Date:	February 2020
Approver's position title:	Principal		
Incumbent's full name:			
Incumbent's signature:		Date:	