

11 May 2021

Dear Applicant

**Re: Novo Education Space Wollongong
Student Wellbeing Officer, Part-Time (35hrs per week)**

Thank you for your inquiry regarding employment with Novo Education Space. Enclosed you will find information to assist you in deciding whether to submit an application, and if so, the things you need to do in order for your application to be considered.

WEA Illawarra

At WEA Illawarra our vision is to improve the lives of people by offering them appropriate education and training in a nurturing and caring environment. We believe that the power of learning can make a difference, throughout all stages of life, and no matter what an individual's circumstances. With a reputation built on over 100 years of service and a team of dedicated and qualified staff, WEA Illawarra helps people achieve their learning goals through a range of quality education and training services. WEA Illawarra is a Registered Training Organisation, part of the Community Colleges network and is also registered with the Australian Charities and Not-for-profits Commission as a Public Benevolent Institution and endorsed by the Australian Taxation Office as a Deductible Gift Recipient.

Novo Education Space

Novo Education Space is a Special Assistance school operating under the auspices of WEA Illawarra since 2011. We were formerly known as Alesco Illawarra. Our campuses are located in Wollongong, Nowra, Vincentia and Bowral. Novo Education Space is registered and accredited by the NSW Education Standards Authority (NESA) as a non-government school for Years 9-12.

Many students enrolled at Novo Education Space have experienced trauma in their lives as a result of disrupted attachment, neglect, abuse, violence or being a witness to violence. Our students may have significant gaps in academic achievement and find it difficult to learn in a large group setting, while sometimes presenting with social-emotional problems in school. Novo Education Space staff are training in the Berry Street model of Trauma-Sensitive Positive Education which encompasses a structured vision of wellbeing in the school community with case management support for each student. Our relationship-based practice is grounded in unconditional positive regard for our students. The use of restorative practices assists students and staff to build the capacity to self-regulate behaviour, improve learning outcomes and nurture relationships.

Our education revolution is coming!

This is an exciting time to be joining Novo Education Space. In 2021 we launched a new name that reflects our new direction. Our students will no longer be working towards their Record of School Achievement or HSC. A big departure, some may say. But we are re-imagining what our educators and wellbeing staff can help our students achieve without the constraints of an overly academic curriculum focussed on mandatory hours and content, rigid assessment tasks, HSC Bands and the ATAR, which seem to have little relevance to the real-world skills young people need to learn in order to have a productive future and become positive contributors to their communities.

Our way of doing things puts the student in the driver's seat of their life. Their goals are central, their needs individually catered for. With their teachers and support staff, students co-create their unique learning journey through our Architect (Stage 5) and Blueprint (Stage 6) programs, which are accredited by the international body ASDAN. Students have the option to participate in challenges which lead towards Bronze, Silver and Gold certificates. They can also undertake short courses and earn micro-credentials. They produce a comprehensive portfolio, demonstrating all the skills they have acquired, and we support them with clear steps to reach their further education, training or employment goals. As a registered NSW school, we are still following the mandatory NESA curriculum areas of English, Maths, Science, HSIE, PDHPE and Creative Arts, and working towards syllabus outcomes in Stage 5. Stage 6 students will still meet the NESA registration only pattern of study requirements and syllabus outcomes, but

will not be sitting for the HSC. This provides us with more freedom and flexibility to tailor the programs to student goals and needs and we have our own way of recognising and celebrating student growth and achievement.

The Novo Team

Novo Education Space currently employs a number of full-time and part-time teachers across our campuses. To assist with the welfare, special learning needs and transition needs of our students, we also employ Student Learning Support Officers and Student Wellbeing Officers. Leadership at each of our campuses is provided by a Campus Coordinator and Wellbeing Manager. Our senior executive includes the Principal (who is also the CEO of WEA Illawarra), our Leader of Teaching and Learning who drives our community of professional practice, our Leader of Health and Wellbeing who is a mental health nurse and guides our wellbeing programs, and our Leader of Operations who oversees our resourcing and compliance areas. The Board of WEA Illawarra is the governing body of the school.

We are an alternative school, and therefore the roles and responsibilities of staff and the way we work with each other and our students is different to mainstream school settings. We value initiative, flexibility and continual learning and growth. Staff and students are all on a learning journey together and we work hard to make sure nobody gets left behind.

The Position

Relatedness, competence and autonomy are the key pillars of self-determination. At Novo Education Space, supporting self-determination is at the core of the work we are trying to do. The Student Wellbeing Officer will be responsible for pro-active approaches to enhance and maintain each student's wellbeing so that they can fully participate in the education opportunities provided by Novo Education Space, build practical real-world skills to face their challenges and forge a path to a productive future based on their personal goals.

The Student Wellbeing Officer will work collaboratively with the student, their caregivers and other key Novo Education Space staff to facilitate the development of each student's Individual Learning Profile (ILP), wellbeing and transition plans, providing individual case management and advocacy, as well as developing, implementing and evaluating group programs to address wellbeing needs within the school.

This is an ongoing, part-time position (35 hours per week), Monday to Friday 8.30am – 4.00pm based at our Wollongong Campus, initially working with students in Years 9 and 10, however working with senior students in Years 11 and 12 is highly likely in the future. As this is a school-based position with all staff required to be available during term weeks when students are present, four weeks' annual leave entitlement can only be taken during non-term weeks, usually in the December/January term break.

About You

Novo Education Space is a purpose-driven organisation. Your values, your skills and your mindset will determine your success in this role in line with what we are trying to achieve for our students, and how we work together as a team.

All staff require high level executive functioning skills in order to respond to the unpredictable nature of working with young people who have been impacted by trauma and who may display challenging behaviours. Staff must have emotional resilience and be able to maintain their own emotional regulation in order to meet their duty of care, and their responsibility for providing a safe, predictable, consistent and trustworthy adult presence for the young people enrolled at Novo Education Space. This is necessary so that young people who have been impacted by trauma have the opportunity to heal and grow within a community of belonging and understanding. A great deal of agility and flexibility is also required of staff members, as the Novo team operates within a continuous improvement and growth mindset framework, implementing a range of programs to meet student needs, evaluating those programs on a daily basis and responding with changes to ensure the best outcomes for students.

In other words

It's tough work – but you've got grit.

Some days are disappointing – but you can recover from setbacks and stay positive.

A lot of the time things don't go to plan – but you're agile, responsive and flexible and can think on your feet and make sure you make the best of the situation.

Sometimes your colleagues will annoy you, frustrate you, or let you down – but you respect them and know we're all in this together for the right reasons.

Sometimes the students you work with will have challenging behaviours – but you understand they're trying to get their needs met and haven't yet learned how to do that in a positive way.

Qualifications in youth work, social work, psychology, occupational therapy, mental health, community services or disability services with experience in a youth or education/training environment are preferred for this role.

A significant proportion of students enrolled at Novo Education Space identify as Aboriginal, therefore culturally safe practice and experience in using strategies to support Aboriginal and/or Torres Strait Islander young people to engage and progress in their learning is required. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

The key responsibilities of the position, conditions of employment and the qualifications, experience, knowledge, skills and personal attributes required to be successful are detailed in the attached **Position Description**. Together, these constitute the inherent requirements of the position.

Working With Children Check

This position is designated as child-related employment. In accordance with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.

National Police Check

WEA Illawarra may also request a National Police Check to determine suitability for employment when a person is identified as the preferred candidate for a position after interview.

People with a Disability

If you are successful at gaining an interview and need anything to assist you at the interview such as wheelchair access, or have other requirements, please discuss this with the selection panel convenor.

Adjustments at Work – Rights of People with a Disability, Pre-existing Illness or Injury

It is WEA Illawarra policy to make reasonable adjustments in the workplace to meet the needs of people with a disability, illness or injury. Adjustments may include changing aspects of the workplace or the job so that employees with a disability, illness or injury can use their skills effectively and candidates can compete based on their capabilities. If you are identified as the preferred candidate for a position you will be required to complete a Pre-Employment Health Declaration to disclose if you have a disability, pre-existing illness or injury. The Declaration will assist us in understanding your capacity to safely carry out the inherent requirements of the position and consider any reasonable adjustments that may be required. The primary purpose of this declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the Pre-Employment Health Declaration to deny a person employment solely because of disability, illness or injury.

Privacy Information Collection Notice

We collect, use, hold and disclose personal and sensitive information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Illawarra at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing info@weaillawarra.com.au.

1. In applying for this position you will be providing WEA Illawarra with personal information.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may make notes and prepare a confidential report in respect of your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. WEA Illawarra's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.
6. WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.

7. If you provide WEA Illawarra with the personal information of others, eg referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that WEA Illawarra does not usually disclose this information to third parties.

How to Apply

Employment will be offered on the basis of merit. The applicant considered to be the most capable of meeting the inherent requirements of the position will be selected. To decide this, we will look at your qualifications, experience, skills and personal attributes based on your responses to the selection criteria, performance at interview and referee checks.

For your application to be considered you **MUST** include all of the following:

- A covering letter** which includes your name and contact details and the position for which you are applying. In your covering letter please give us a brief description of your experience and suitability AND tell us why you are interested in working in our alternative school environment.
- Your “claim” for the position.** The attached position description details the selection criteria (highlighted in yellow), both essential and desirable. You should write a statement about how you meet **each** of the selection criteria. The best way to set out your claim for the position is to list every selection criterion as a heading. Under each heading **clearly explain how you meet the criterion**, using examples where applicable. Limit your response to one or two short paragraphs per criterion or write in point form.
- Your CV.** You should tell us about your education and qualifications and what type of work, including voluntary or unpaid work, you are doing now or have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. There is no need to include work you did more than 10 years ago unless it is particularly relevant to the position.
- Referees.** Please provide the name, mobile phone number and email address of at least two professional referees who can comment on your past work responsibilities and performance. A current or recent supervisor should be included if possible. If you are successful in gaining an interview we will ask your permission to contact your referees.
- Send your application** to us so that it arrives by the closing date and time. **WE WILL ONLY RECEIVE APPLICATIONS VIA E-MAIL.** Your application should be submitted using **MS Word or in PDF format only** and **preferably combining all aspects into a single document.** Ensure your name and contact phone number is in the header or footer of each page of your application. **Email your application to lraft@novo.nsw.edu.au.** Please be sure to include everything from the “How to Apply” checklist.

Applications close 11.59pm MONDAY 24 MAY 2021

Applicants successful in progressing to interview will be contacted shortly after the closing date.

**Interviews will be held during the week commencing 31 May 2021.
The position is for immediate start.**

If you would like any further information regarding the position, please contact Monique Piper, Leader of Health and Wellbeing, e-mail mpiper@novo.nsw.edu.au or phone 02 4208 3093, Monday to Thursday.

Thank you once again for your interest in Novo Education Space.

Yours sincerely



**Louisa Raft
Leader of Operations**

POSITION DESCRIPTION

<p>Position Title: Student Wellbeing Officer, Part-Time</p> <p>Hours: Monday to Friday 8.30am – 4.00pm (35 hours per week)</p> <p>Location: Novo Education Space Wollongong, 50-58 Auburn Street Wollongong. Other campuses as required.</p>		
<p>Industrial Instrument: WEA Illawarra Enterprise Agreement 2019</p> <p>Classification: Student Support Services Grade 4 or 5 depending on qualifications, experience and competencies</p> <p>Remuneration: \$58,418 – \$64,778 per annum pro rata Employer contribution to Superannuation (9.5%) Annual Leave Loading (17.5%) <i>WEA Illawarra is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum which has the potential to increase an employee's take home pay by reducing the amount of tax paid. Equivalent full-time salary required in another organisation not offering salary packaging to receive the same take home pay would be \$66,011 - \$72,929 pa depending on Grade.</i></p>	<p>Other Benefits: Professional/clinical supervision by Leader of Health and Wellbeing (Mental Health Nurse) Flexible working arrangements during non-term weeks (student vacation periods) Focus on positive work/life balance Professional learning opportunities supported throughout the year Access to Employee Assistance Program Laptop computer Work mobile phone Motor Vehicle allowance \$0.78/km up to 400km per week for approved work journeys.</p>	<p>Organisational Relationships: The Student Wellbeing Officer is a member of the Wellbeing Team Team Leader and direct supervisor is Leader of Health and Wellbeing. Other key stakeholder relationships include enrolled and prospective students and their parents/caregivers, Novo Education Space teaching and non-teaching staff, other WEA staff, community organisations, youth health and welfare service providers, other local high schools, AISNSW and NSW Education Standards Authority.</p>

The Novo Education Space Way

WEA Illawarra Vision

To improve the lives of people by offering them appropriate education and training in a nurturing and caring environment.

Novo Education Space Mission

Novo Education Space will provide a safe, respectful and inclusive environment in which young people can explore learning, develop their potential, and be well equipped to meet the challenges of education, work and life in the 21st Century.

We value

Respect – acknowledging the importance of each person's identity, needs, heritage, traditions, skills, knowledge, and aspirations, and having a commitment to honesty and open communication.

Collaboration - an interactive process that enables people with diverse expertise to generate creative solutions to mutually defined problems. The outcome is different and enhanced from the original solutions that any team member would produce independently.

Self-Reflection and Accountability – taking time to analyse and understand our own needs, thoughts and resulting behaviours, and taking responsibility for our actions.

Our Purpose

To provide opportunities which foster the development of capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future.

Our Charter

Our learning community strives to lift up young people, developing in them renewed hope, self-worth, autonomy and optimism.

Our job is to help young people believe in themselves and to realise that they can shape their future and choose what it will be, regardless of what has come before.

We acknowledge that staff, students and caregivers are all on a learning journey together and we work hard to make sure nobody gets left behind.

We are committed to shaping the lives of young people so that they flourish and are positive contributors to their communities.

Our School Culture

is characterised by:

- Belonging
- Kindness
- Patience
- Courage
- Trust
- Responsibility
- Acceptance and forgiveness
- Respect for self and others
- Championing growth
- Unconditional positive regard for each member of the school community
- Recognition and celebration of everyone's giftedness
- High expectations and no excuses

Our Learning and Teaching Practice

is characterised by:

- The quality delivery of the NSW Curriculum
- Specialised strategies for healing, growth and achievement
- Belief that every student can learn, progress and succeed
- A shared commitment to growth mindset and life-long learning
- Student-centred and engaging learning experiences
- An active student voice
- Practice that is evidence-based and reflective of current research
- Being well prepared
- Innovation and continuous improvement
- Flexibility and agility

Key Objectives of the Position

- To work as a key member of the Novo Education Space Wellbeing Team in the delivery of student wellbeing services and the continuing work of Novo towards a trauma-sensitive model of education.
- To work collaboratively with others to facilitate quality learning opportunities for students, aligned with Novo Education Space vision, purpose, values and charter, and which meets the needs of students and the requirements of the NSW Education Standards Authority (NESA), funding bodies and WEA Illawarra.
- To contribute to improving retention, connectedness and student engagement in learning through the promotion and development of self-determination skills that support students to design and drive their own individual learning profiles (ILP) to reach their academic, social/emotional and community connectedness goals.

Personal Attributes

- Excellent interpersonal skills and ability to communicate effectively (verbally and in writing) with colleagues, young people, parents/carers and others outside the organisation, including public speaking, presentations and group facilitation skills.
- Ability and desire to work collaboratively with others in a multidisciplinary team as well as work independently.
- Enthusiasm, self-motivation, flexibility and ability to use initiative.
- Emotional resilience and an ability to foster positive attitudes in an environment of continuous change.
- Respect for diversity with inclusive and culturally safe practice
- Ability to exercise sensitivity, discretion and manage confidential information.
- Highly proficient with technology, including using a personal computer and MS Office programs, G-Suite for Education, Internet, e-mail, iPads, student management systems/databases and other educational technology for case management and administrative purposes.

Key Accountabilities and Responsibilities

DOMAIN: TEACHING AND LEARNING (PEDAGOGY)

Responsibility	Accountable To	Consult or Collaborate With
Be an innovative self-starter who willingly participates in growth, development and evaluation processes, continuing to develop personally and in your professional practice, to meet the changing needs of your position, career and industry	Leader of Health and Wellbeing	Leader of Teaching and Learning
Promote and develop student self-determination skills through collaborating with students to design and drive their own individual learning profiles (ILP)	Leader of Health and Wellbeing	Teachers, SLSOs, Leader of Teaching and Learning
Assist students with academic, social/emotional and community connectedness goal setting and monitor progress towards these goals	Leader of Health and Wellbeing	Campus Coordinator, Teachers, SLSOs
Liaise with Novo Education Space teaching staff to co-design with students appropriate support strategies to achieve identified targets for student learning outcomes	Leader of Health and Wellbeing	Teachers and SLSOs, Leader of Teaching and Learning
Support students to advocate for needs and have a role in evaluating their support strategies inside and outside of the classroom that move them closer to their identified goals	Leader of Health and Wellbeing	Teachers, SLSOs, Family and Carers, Community and External Agencies
Refer to Leader of Teaching and Learning when specific academic assessment may be required	Leader of Health and Wellbeing	Teachers, SLSOs, Leader of Teaching and Learning
Assist with the development of positive behaviour support plans that foster responsibility for behaviour and a sense of belonging at Novo Education Space	Leader of Health and Wellbeing	Campus Coordinator, Teachers, SLSOs, Leader of Teaching and Learning
Co-design transition plans with students and their support team to identify strategies to support student with their school and post school options, such as; work experience, volunteering, mentoring further education, training and/or employment	Leader of Health and Wellbeing	Teachers, SLSOs, Campus Coordinator, Family and Carers, Community
In consultation with the Leader of Health and Wellbeing, develop, implement and evaluate a range of evidence-based personal skills development programs for individuals or groups of students, according to identified priority areas for student retention and maintaining engagement in the learning program	Leader of Health and Wellbeing	Leader of Teaching and Learning, Campus Coordinator, Teachers and SLSOs

DOMAIN: STUDENTS, STAFF AND CAREGIVERS (PEOPLE)

Responsibility	Accountable To	Consult or Collaborate With
Effectively engage with students using strengths-based approaches to build rapport, gather relevant information, conduct psychosocial assessment and screening, and provide appropriate counselling for students who self-refer or are referred by teaching staff for health/welfare needs.	Leader of Health and Wellbeing	Campus Coordinator, Teachers and SLSOs, Leader of Teaching and Learning
Pro-active care coordination/ case management of students allocated to your case load	Leader of Health and Wellbeing	Campus Coordinator, Teachers and SLSOs, Family and Carers, External Agencies
Keep accurate records of interactions with students and family and carers	Leader of Health and Wellbeing	

Responsibility	Accountable To	Consult or Collaborate With
Provide students with support and/or appropriate referrals in difficult situations and when facing personal or emotional challenges	Leader of Health and Wellbeing	Campus Coordinator, Teachers, SLSOs, Family and Carers, External Agencies
Foster productive working relationships with service providers in the community, maintaining and utilising referral pathways and procedures to support the implementation of individual student case management plans and provide options for referral of parents/carers for support where needed.	Leader of Health and Wellbeing	External agencies, family and carers
Build strong relationships with Family and Carers to support student attendance, engagement and overall wellbeing	Leader of Health and Wellbeing	Campus Coordinator, Teachers and SLSOs
Support students and staff to create an environment which celebrates diversity, promotes inclusion, safety, security and the physical, emotional, social and intellectual development and wellbeing of students	Leader of Health and Wellbeing	Campus Coordinator, Teachers and SLSOs
Provide first aid services as and when required	Campus Coordinator	

DOMAIN: ORGANISATION (PLACE)

Responsibility	Accountable To	Consult or Collaborate With
Abide by and work in accordance with all legislative requirements, guidelines and policies and procedures associated with Novo Education Space and WEA Illawarra	Leader of Operations	
Understand and enact duty of care towards all students at all times	Principal	
Understand and fulfil all child safety obligations including managing risk of harm to students, reporting breaches of professional conduct or allegations of reportable conduct, and working with Novo Education Space staff in the development and implementation of initiatives to meet child safety standards	Principal	
Identify and initiate the response for students with suspected risk of significant harm when disclosed or identified by others, according to Novo Education Space Child Protection policies and procedures and in keeping with current legislation	Principal	Leader of Health and Wellbeing Campus Coordinator Teachers and SLSOs Executive Team
Collaborate and communicate regularly in daily operational matters, student attendance and engagement concerns, disciplinary and child safety or wellbeing matters	Campus Coordinator	Leader of Health and Wellbeing Teachers, SLSOs
Participate in Novo Education Space and WEA Illawarra team activities, including staff meetings, planning and evaluation activities, recognition ceremonies, student supervision, performance management and own professional development	Campus Coordinator	Leader of Health and Wellbeing
Contribute to organisational reports and undertake other administrative activities in order to meet Novo Education Space, WEA Illawarra and other stakeholder requirements	Leader of Operations	Campus Coordinator
Participate in the development, implementation and review of whole of school policies, programs and procedures to address student educational and health and wellbeing needs and other whole of school quality and continuous improvement processes	Executive Team	All staff

Responsibility	Accountable To	Consult or Collaborate With
Understand and positively promote the vision, mission, values and charter of Novo Education Space and WEA Illawarra	Executive Team	All staff
Work flexible hours as determined by the demands of the position and respond flexibly to changing operational needs	Campus Coordinator	

Selection Criteria – Education and Experience

PLEASE ADDRESS

Essential

- Minimum Diploma level qualifications in youth work, community services, psychology, social work or occupational therapy (mental health), or combination of other qualifications, training and experience in health/mental health/welfare fields.
- Demonstrated experience in developing, implementing and evaluating programs for young people with barriers to education, at risk of disengaging from education, trauma backgrounds or with challenging behaviours, including Aboriginal and Torres Strait Islander young people.
- Demonstrated experience working effectively in a care coordination or case management role.
- Current First Aid qualifications or willingness to obtain.

Desirable

- Training and experience in Trauma-Sensitive Positive Education practices.
- Additional training in youth mental health and/or brief CBT, motivational interviewing or counselling skills.

Selection Criteria – Knowledge and Skills

PLEASE ADDRESS

Essential

- Understanding of issues affecting the health and wellbeing of young people and which impact on learning and school engagement, with demonstrated ability to engage with young people on these issues using a strengths-based approach to help young people achieve their goals.
- Understanding of growth mindset principles and ability to apply to own practice and support colleagues in implementation for themselves and their students.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting emotional resilience and self-care strategies.
- Excellent administrative, organisational, problem-solving, advocacy and crisis management skills.

Selection Criteria – Other

PLEASE ADDRESS

Essential

- Valid NSW Working with Children Check Clearance (please provide Clearance number and date of birth for verification purposes).
- Unrestricted NSW driver's licence with access to own registered and comprehensively insured motor vehicle and willingness to travel regularly across Illawarra region.

Other Requirements

Child Protection

This position is classified as child-related employment. Employment is conditional upon obtaining and maintaining a valid employment Working With Children Check Clearance and giving a Child Protection Undertaking as outlined in your letter of offer of employment. For information on how to apply please visit

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

National Police Check

Some of the work of this position may be located on the premises of our partner organisation PCYC. PCYC requires that all regularly attending workers apply for a National Police Check (at your own expense) and submit the resulting certificate and identification documents to PCYC. Employment, participation and presence at PCYC is conditional upon recommendation from the NSW Police Force and any decision based on such recommendation is not subject to

appeal. For information and to apply (if requested) please see here:
https://www.police.nsw.gov.au/online_services/national_police_check

Use of Private Motor Vehicle

You will be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA Illawarra will pay a motor vehicle allowance on a per kilometre basis, according to WEA Illawarra's Policies and Procedures. Evidence of your unrestricted driver's licence, the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided prior to using your private motor vehicle for work purposes.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others' health, safety and welfare at work.

It is a requirement that you advise WEA Illawarra if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment, unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA Illawarra to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA Illawarra wants to place you in the best situation to use your skills effectively in the position.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

Element	Key Activity	Frequency
Work environment	Manage demanding and changing workloads and competing priorities and in an environment where uncertainty and unpredictability are a feature	Daily
	Work in a team environment with people from differing professional backgrounds	Daily
	Take direction from various members of the Leadership Team	Daily
	Work in different geographic locations and unstructured environments (eg, outdoor learning)	Regular
	Be exposed to all outdoor weather conditions	Occasionally
	Work within the span of hours between 8.30am – 4.00pm with the possibility of extended hours	Regular
	Work extended hours in response to need or emergent situation or be on call after hours	Occasionally
	Work in buildings which may be co-located with other agencies/organisations	Daily
	Work in an open plan office or other environment with distractions and noise	Daily
	Sit at a computer or in meetings for extended periods	Daily
	Stand in classroom setting for extended periods, write on whiteboard, move freely amongst a class of students	Daily
	Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources over short distances	Daily
	People contact	Work with students who may have a physical or sensory disability
Work with students who may have a mental health or mild intellectual disability		Daily

Element	Key Activity	Frequency
	Liaise with government, non-government, community, cultural and law enforcement organisations	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates	Regular
	Interact with students and members of the public who could display verbally or physically challenging behaviours	Regular
	Be exposed to information regarding student personal history and experiences that could be emotionally distressing requiring you to respond effectively and manage your own emotional regulation and resilience	Daily
	Support students and participate with students in recreational activities (eg gardening, ball games, swimming, walking, sports)	Regular
	Facilitate access to specialist, generic and community services	Regular
	Participate with colleagues in the giving and receiving of feedback for the purposes of improving skills and professional practice	Daily
	Undertake performance planning, training and professional development activities	Regular
Administrative tasks	Undertake administrative tasks which may include the following: computer work, making telephone calls, filing, writing reports, case notes/plans and student records, participate in meetings, concentrating for long periods of time, managing resources, researching and analysing information and data.	Daily
	Use technology, including photocopier, printer, telephones, DVD players, computers, laptops, iPads, fax machine, data projector, speakers	Daily
Transport	Use public transport, including trains and buses	Occasionally
	Drive vehicle with possible distractions from student behaviour	Regular
	Drive vehicle possibly over long distance and in all traffic and weather conditions	Regular

Workplace Health and Safety

WEA Illawarra is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the WEA Illawarra and School community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA Illawarra.
- Comply with any reasonable policies and procedures of WEA Illawarra including the reporting of hazard or incidents using the organisation's reporting processes.