



Accessible Film Studies Program Disability Support Worker – Position Description Casual Employment

Overview:

Bus Stop Films (BSF) Accessible Film Studies Program is delivered to classes of up to 15 students (Aged 17 and over) living with mild-moderate intellectual disabilities. This role will support and assist with student engagement, needs and communication in class to ensure that students are able to fully participate in all classes and on Bus Stop Films projects. The role will also assist the class tutor to deliver lessons and assist them with engaging students with the learning material and in class activities.

This role reports directly to the Support and Engagement Manager.

The support worker duties include:

- Ensure attendance is taken, updated and provided to the appropriate individual for safety and record keeping.
- Support and assist students to participate in class and on Bus Stop Films productions, as required.
- Assist with conflict management, conflict resolution and behavioural issues in class to ensure all students have a positive relationship and learning experience.
- Liaise with the Support and Engagement Manager about student's needs.
- Identify, review and discuss the needs of the students with the Support and Engagement Manager to provide strategies to attain the best outcome for students and tutors.
- Assist the Support and Engagement Manager with any ad hoc tasks or activities when requested.
- Maintain the appropriate administrative work and keep class notes on the students.
- Follow the Covid19 and work health and safety directives of Bus Stop Films and our host organisations.

Support workers will need to hold a valid and current:

- Police check
- Working with children and vulnerable people clearance
- First Aid certificate

Locations:

In 2021, our classes are being delivered at:

Sydney – Australian Film TV and Radio School (AFTRS) Moore Park on Sundays

Parramatta – Information and Cultural Exchange (I.C.E.) on Saturdays

Wollongong – University of Wollongong on Saturdays

Canberra – Watson, ACT on Saturdays

Brisbane – Griffith Film School on Sundays

Online – delivered virtually on Saturdays

In 2022, our classes will be delivered in **Melbourne, Adelaide and The Blue Mountains.**

Bus Stop Films Values

BSF's is a not-for-profit company dedicated to building opportunities, developing skills and fostering confidence in our community, through using film and the film industry to raise the profile of people with disability on both sides of the camera. To meet our company mission, goals and objectives we have a set of core values which we require all individuals acting on behalf of BSF to adhere to.

<p>Students come first</p>	<p>In all of our actions, process, classes and film projects the students are front of mind and are involved at each step of the way.</p> <p>We ensure that our film projects from the start of the process to the end are made fully inclusive with students.</p> <p>Students are required to be on set 90% of the time to gain the full mentorship opportunity.</p>
<p>Transparency and open communication</p>	<p>We value feedback and honesty throughout our programs and film projects. We understand that as part of the process things may not always run smoothly, however, transparency in our actions and open communication allow for us to make the changes needed and work in a positive environment.</p>
<p>Patience, creativity and understanding</p>	<p>Our classrooms are places where students can feel empowered and our tutors bring their passion to the lessons to create engaging, interactive and inclusive activities.</p> <p>Patience is a large part to ensuring our classes meet our high standards. Tutors are to exercise patience and work with students to keep them on task and meeting the transformational outcomes outlined in our curriculum.</p>
<p>Commitment and dedication</p>	<p>We are strong believers in giving 100% to everything we do. Both tutors and students are accountable to our Program's guidelines, which enforce commitment to the Program, learning outcomes and high expectations. There is no such thing as "I can't" at Bus Stop Films.</p>
<p>Respect</p>	<p>Our classrooms foster a community of respect and unity with no exceptions. Both tutors and students are required to be respectful to each other at all times. Differences may arise but they must be discussed, managed and explored with respect.</p>