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|  | <b>Position Title:</b> Education Specialist | <b>Team:</b> Education Support Services |    |
|                                                                                  | <b>Band:</b> A                              | <b>Salary:</b> Steam 4, Level 4         | <b>Date:</b> July 20026                                                                                                                                                                                                                                  |

| OUR VISION AND PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ROLE CONTEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2026: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people, and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with our staff, carers, partners, supporters, and government, to ensure children, young people and their families can create the future they imagine for themselves.</b></p> | <p>Berry Street Education Services provide a range of rewarding educational programs across Victoria including a multi-campus school, and other specialist education and outreach programs which support disengaged students.</p> <p>Aligned to the regular school year and breaks, this role is focused on Education Support Services for Children in Residential Care (CIRC) within the Southeast Melbourne Region, helping young people link back into education. Most travel and support will be required within the Southeast Melbourne Region.</p> <p>Most young people live in residential care and have complex needs leading to some difficulties in the education setting; therefore, the young people require assistance to re-engage with education, along with providing trauma informed strategies and support. Assistance may include building rapport, initiating meetings, attending care team meetings, collating and initiating the signing of enrolment paperwork, building relationships with stakeholders, filing and reporting and data collection.</p> <p>The Education Case Manager (as an Education Specialist) will liaise closely with Students, Teachers, Principals, Child Protection, Department of Families, Fairness and Housing, Youth Justice, DET, alternative education settings and other Community Service Organisations.</p> |
| OUR VALUES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PRIMARY OBJECTIVES OF THE ROLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>We expect all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> to never give up, maintain hope and advocate for a ‘fair go’.</p> <p><b>Integrity:</b> to be true to our word.</p> <p><b>Respect:</b> to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations.</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way.</p> <p><b>Working Together:</b> to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p> <p>Berry Street is committed to being a child safe, child friendly and child empowering organisation. <b>In everything we do we seek to protect children.</b></p>                                                                                                                                                                                                                      | <p>Education Support Workers provide support for their students working within a residential care home. This is achieved through building rapport, supporting home staff, care team interactions, tutoring, school and learning readiness, education assessments, educational planning, enrolment support, and liaising with education bodies.</p> <p>This position will require creative and adaptive thinking that supports a young persons learning (specific to their goals and needs), while assisting in vocational, learning or school connections.</p> <p>As a highly self-motivated and independent professional, you will be required to mainly work within a residential care home and the office (and may be required to work on the road, in schools or training in the regional office). This role requires consistent collaboration with other professionals in a wide variety of settings to obtain new connections, re-connections and positive outcomes for students.</p>                                                                                                                                                                                                                                                                                                                                                                          |

#### REPORTING RELATIONSHIPS

This role is based across two residential care homes, plus the Noble Park Regional Office in the Southeast Melbourne Region, on Boonwurrung Country.

This role reports to the Manager of Education Support Services who will provide supervision, support and essential check-ins when working remote

#### EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement.
- Raise all health, safety, and wellbeing issues or concerns with managers, observe all safe work procedures and instructions, and take reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.
- Participate in regular supervision, performance planning and review processes and probationary reviews.
- Complete mandatory training within designated timeframes.
- Berry Street is committed to service delivery that prioritises and celebrates diversity and inclusion in our staff and the children, young people and families we support. Every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality, or religion.
- Berry Street is committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify as LGBTIQ+.

#### KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including talking in meeting in person and through media).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Experience working with disabled children or high-risk young people of school age, or a marginalised community.
- Ability to effectively engage with and provide learning in the form of tutoring, assessments or readiness programs.
- Demonstrated ability to work, learn and grow as an individual, plus collaborate within a team.
- Knowledge of school and learning readiness strategies, and learning enrolment processes.
- Required to be self-driven with time management, organisation, accountability and record-keeping skills.
- Demonstrated understanding and knowledge of policy and practice in the education and welfare sectors.
- Demonstrated ability to work with other Berry Street staff and key stakeholders particularly within school and residential care communities.

| QUALIFICATIONS AND OTHER REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                  | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <ul style="list-style-type: none"> <li>• A certificate or higher qualification in Education, Early Childhood Education, Youth Work or a Social Science is required for starting role.</li> <li>• Staff must hold a current driver license at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.</li> </ul> | <ul style="list-style-type: none"> <li>• A Bachelor or higher degree with professional regulatory body registration is desired (E.g. Full VIT Registration), for progressional advanced roles.</li> <li>• Extensive experience teaching in alternative settings or remote locations.</li> <li>• Experience working with youth justice, child protection or out of home care.</li> <li>• Additional qualifications in Special Education, Psychology or Welfare.</li> </ul> |

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

| ACCOUNTABILITY                 | SPECIFIC RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Direct Service Delivery</b> | <ul style="list-style-type: none"> <li>• Know your students well and be an advocate for them to reconnect to schooling, and learning.</li> <li>• Support and work with Residential Care Home staff regarding education.</li> <li>• Build rapport and collaborate within Care Team Meetings often (with Teachers, Principals, Child Protection, DFFH and Residential Workers and other organisations), reporting on student enrolments, progressions and education plan.</li> <li>• Support enrolment processes including tours, meetings, paperwork and administration.</li> <li>• Work with students of school age who have experienced trauma and have high needs and challenging behaviours, listening to their needs.</li> <li>• Develop and oversee the implementation of learning and school readiness strategies within residential care homes.</li> <li>• Support tailored interventions for homes and students, or provide supports to help connect a student back to a learning facility.</li> <li>• Develop safe learning spaces while working in diverse environments (including schools and residential care units).</li> <li>• Provide up-to-date advice to schools, residential homes and organisations relating to the students needs for improved outcomes.</li> <li>• Ensure that all practices within the team are in accordance with the relevant policies of Berry Street.</li> <li>• Participate in regular Care Team Meetings via video conferencing, phone calls or face to face if required.</li> </ul> |
| <b>Administration</b>          | <ul style="list-style-type: none"> <li>• Ensure that all relevant Berry Street administrative and policy procedures are followed.</li> <li>• Maintain adequate records and filing by consistently keeping progress reports, client reports, planning documents and meeting information.</li> <li>• Report on all student engagement and progress as necessary into case notes history.</li> <li>• Ensure that statistical data is collected and forwarded as requested.</li> <li>• Be flexible with daily self-management as care teams, self-preparation and students visits change.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Program Development</b>     | <ul style="list-style-type: none"> <li>• Positively promote the program, and other South Eastern Services programs, at all times.</li> <li>• Liaise with other stakeholders including DHHS, DET and other CSOs in the South Eastern region including case managers, care providers, teachers and other professionals involved with students regarding Individual Education Plans, attendance, behavioural issues and student wellbeing.</li> <li>• Work collaboratively with all service providers involved with each client.</li> <li>• Be an innovative self-starter who continues to develop both personally and professionally to meet the changing needs of your position, career and industry.</li> <li>• Attend all required training sessions provided by the organisation and be actively involved in any other training session as directed.</li> <li>• Demonstrate a commitment to the values of Berry Street.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Other</b>                   | <ul style="list-style-type: none"> <li>• Use a work-based vehicle to drive to meet with students , schools, care teams and care providers.</li> <li>• Other duties as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

| Element                            | Key Activity                                                                                                                                                                                          | Frequency      |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Client Facing and Service Delivery | Work with clients who may have a physical, psychiatric, or sensory disability.                                                                                                                        | Regular        |
|                                    | Interact with clients and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police. | Regular        |
|                                    | Work with complex clients which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.                        | Regular        |
|                                    | Drive vehicles with possible distractions from client behaviour, verbal or physical.                                                                                                                  | Occasional     |
|                                    | Work in a client's home or their family home alone and/or with others.                                                                                                                                | Daily          |
|                                    | Represent, advocate, and cooperate with legal processes which may include attendance to court.                                                                                                        | Occasional     |
| Work Environment                   | Manage demanding and changing workloads and competing priorities.                                                                                                                                     | Daily          |
|                                    | Work in different geographic locations.                                                                                                                                                               | Daily          |
|                                    | Be exposed to all outdoor weather conditions.                                                                                                                                                         | Daily          |
|                                    | Work via computer from home as required.                                                                                                                                                              | Regular        |
|                                    | Work office hours with the possibility of extended hours. Flexible arrangements by agreement.                                                                                                         | Occasional     |
|                                    | Work rostered hours with the possibility of overtime.                                                                                                                                                 | Occasional     |
|                                    | Work on-call after hours.                                                                                                                                                                             | Not Applicable |
|                                    | Work in an open plan office with no assigned desk.                                                                                                                                                    | Occasional     |
|                                    | Work in buildings which may require the use of stairs or elevators.                                                                                                                                   | Occasional     |
|                                    | Sit at a computer or in meetings/meeting rooms via video conference facilities or in person for extended periods.                                                                                     | Regular        |
|                                    | Work in a client's home or their family home alone and/or with others.                                                                                                                                | Not Applicable |
|                                    | Work in educational or community facilities.                                                                                                                                                          | Regular        |
|                                    | Undertake training and professional development activities both internal and external to the organisation.                                                                                            | Regular        |
|                                    | Work independently and manage own time and commitments well.                                                                                                                                          | Daily          |

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|  | Work in a team across many means of communication.                                                                                                                                                                                | Daily   |
|  | Liaise with government, non-government and community organisations.                                                                                                                                                               | Daily   |
|  | Work with young people who may have a physical or sensory disability.                                                                                                                                                             | Regular |
|  | Work with young people who may have a history of trauma presenting with behavioural issues.                                                                                                                                       | Regular |
|  | Undertake administrative tasks which may include the following: computer work, filing, data entry, writing reports, case notes/plans and client records. Manage resources and budgets. Research and analyse information and data. | Daily   |
|  | Use technology including computers, photocopiers, telephones including mobiles, projectors, televisions, video conference facilities and electronic whiteboards.                                                                  | Regular |
|  | Drive vehicles for short and long distances in traffic and changing weather conditions.                                                                                                                                           | Regular |