

Position Description

Position title	Education and Wellbeing Coordinator (commencing 2024)
Program/Unit	MacKillop Education Geelong (MacKillop Specialist School)
Classification	VCEMEA Teacher + POL3
Position reports to	Principal

Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies - the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers - we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, New South Wales and Western Australia.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2022/23 financial year of over \$213 million.

Like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

MacKillop is deeply committed to promoting diversity. Our diversity encompasses differences in race or ethnicity, gender identity, gender expression, intersex status, sexual orientation, language, age, religion, socio-economic status, relationship status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity makes us more creative, flexible, accessible and productive.

Our purpose

MacKillop Family Services continues our founders' passionate commitment to social justice - to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

Our vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

Our values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

JUSTICE. We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. ***We believe in the right of all people to be treated justly and fairly.***

HOPE. We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. ***We seek to foster hope that assists people to find meaning.***

COLLABORATION. In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. ***We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.***

COMPASSION. Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. ***We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.***

RESPECT. We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. ***We seek to act with respect with regard to each other, the earth and all creation.***

Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

MacKillop Education

MacKillop Family Services provides governance and oversight of MacKillop Education. Our schools and programs are also aligned with Melbourne Archdiocese Catholic Schools.

MacKillop Education Schools are located in Geelong (Foundation to VCAL), Maidstone (Years 3 to 6), and Caulfield (Foundation to VCAL). Our schools cater for students with diverse learning needs who are disengaged, or at risk of disengaging, from education. We provide an individualised and differentiated learning program. Students may re-enter mainstream school or remain at MacKillop to complete their secondary schooling.

XTend Program: A secondary school program that delivers the Victorian Curriculum to children and young people supported by mental health services and/or child protection. The learning environment provides extensive support and adjustments to ensure these students access an education.

MacKillop Education and Engagement Programs delivers high-quality services to provide positive educational experiences for students who have experienced trauma, placement breakdowns and/or challenges to school engagement.

We work in partnership with government, catholic, independent and alternative schools to support access and equity for vulnerable students at risk of disengaging from education.

Access Ed: Education support and individualised engagement plans for students living in residential care (Metro, Barwon, Barwon Southwest).

Thrive: Advocacy and education support for students, on statutory orders living in home-based care settings (foster care and kinship care), in the Western Metropolitan Region.

Education Specialists -Therapeutic Residential Care: Individual specialist education support for students living in therapeutic residential care units (Croydon, Tyabb, Bendigo, Hamilton).

Paw Pals (Animal Assisted Education) Program: Delivering individual and group-based Animal Assisted Education sessions with a focus on developing students' ability to engage in learning (Metro, Barwon and Ballarat).

School Focused Youth Services Program: Delivering targeted student interventions and enhancing the capacity of staff, in schools, to support students at risk of disengaging from education (City of Moonee Valley, City of Melbourne and Maribyrnong).

Position purpose

This position is situated within the MacKillop Education at the Geelong Campus.

The Education and Wellbeing Coordinator will implement, in the classroom and across the programs a trauma-informed model of education that promotes unconditional positive regard for young people with complex and diverse needs. The coordinator will work collaboratively and provide expert educational advice and wellbeing support for the Geelong team and education leaders.

Primary objectives

The Education and Wellbeing Coordinator also sits on the MacKillop Education Leadership Team, led by the Deputy Executive Principal, that oversees strategic direction across the MacKillop Education programs and school campuses. In addition, they sit on the Geelong Local Leadership Team, led by the Principal.

The Education and Wellbeing Coordinator leads the Wellbeing Team, including the development and implementation of the Wellbeing Strategic Plan at MacKillop Education Geelong. In addition the Education and Wellbeing Coordinator oversees NCCD processes and procedures, and liaises with student Care Teams and other professionals.

Key result areas and responsibilities

The Position Title will:

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Key Result Areas and Responsibilities outlines the overall scope of activities that an individual in a job role has to perform and hence, defines the work that is expected from them. In other words it defines the primary responsibilities of an individual for which they are accountable.

It includes a list of functions and activities crucial or critical for the job role. For example:

- *Liaise with and provide reports to the Funding Agency in relation to service issues, referrals, case contracting, case reviews and similar matters.*

It may also list functions and activities associated with the job role but not truly critical for the role. These functions are important for overall performance of the team, program or organisation as a whole. For example:

- *Attending and contributing to team meetings.*

Note that it is not possible to include an exhaustive list of responsibilities as roles are required to adapt as the organisation/services change and consequently job requirements change. Therefore it is important to include 'Undertake duties as required' as a generic KRA.

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 Education and Wellbeing Coordinator will:

- Model a commitment to Child Safety, unconditional positive regard and trauma informed practice at all times.
- Actively collaborate with the Principal to promote and enhance the Catholic identity of MacKillop Education Programs and ensure that all practices and procedures reflect the vision, mission and values of MacKillop
- Exhibit exemplary leadership, in education, across the school and MacKillop Education Programs
- Share responsibility for strategic planning and the continued implementation of the priorities established through the School Improvement Process

Teaching and Learning

- Develop and deliver education programs and provide expert advice and support for primary and secondary teams and school community in order to enhance educational outcomes
- Implement and support the development of best practice approaches in the education of traumatised young people with complex and diverse needs
- Develop education programs for a range of students following a rigorous assessment of their initial and ongoing educational needs using a variety of testing techniques and approaches
- Support staff to develop effective Individual Education Plans, Engagement Plans, and Transition Plans that support the needs of individual students

- Have an active role in supporting, promoting and maintaining on-task student learning
- In collaboration with the Principal, prepare and conduct parent/guardian information sessions
- Perform a teaching role, as required

Student Wellbeing

- Attend and be responsible for stages of the enrolment process, and be involved in the development and implementation of transition and orientation programs
- Support staff to implement Safety Plans and the ReLATE framework in the classroom
- Organise referrals to external agencies for young people and families/carers and conduct assertive outreach to maintain student engagement
- Chair Student Wellbeing Meetings and oversee the development of appropriate education and wellbeing policies
- Support the Educational Needs Analysis process for students in Residential Care, as required
- Monitor student wellbeing and report any issues to the Principal and Deputy Principal

Staff Development and Support

- Oversee induction of new staff and co-ordinate provisional psychologists
- Organise, in collaboration with the Deputy Principal, professional development that improves staff skills and knowledge and leads to improved student outcomes
- Participate in staff meetings
- Participate in team building activities and opportunities.

Management and Administration

- Maintain appropriate records in line with school requirement
- Organise NCCD, PSD and SWD applications for funding and complete reporting requirements
- Ensure that all practices within the program are in accordance with relevant MacKillop Family Services/Education values, sanctuary commitments, policies and guidelines
- Represent MacKillop Education Services at meetings and forums for individual clients, the program and the organisation

Other Duties

- Undertake appropriate teaching duties.
- Any other duties as delegated by the Principal.

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Other information


The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.
- Observe and fulfil health and safety responsibilities as contained within 'WHS-P-001 Responsibility Statements' document.
- 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.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Driver's Licence.
- Valid and current Working with Children Card.
- Valid and current NDIS Worker Check (for NDIS risk assessed roles).
- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

• Director or General Manager's full name:	Anne Henderson	Date:	15/08/2023
Director or General Manager's position title:	Group Director, MacKillop Institute and Education 15/08/2023		
Incumbent's full name:			
Incumbent's signature:		Date:	



MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.



MacKillop celebrates and draws strength from diversity and respects the dignity of all people. Every person at MacKillop has the right to be safe and to be treated justly. We value every person's ability, cultural or linguistic backgrounds, ethnicity, sexual orientation, gender identity, gender expression, intersex status, relationship status, religious or spiritual beliefs, socio-economic status, and age.