

Position Description

Position title	Education and Wellbeing Coordinator
Document ID	TBA
Program/Unit	MacKillop Education, Maidstone
Classification	As per VCEMEA
Position reports to	Principal

Organisational context

On 1 July 1997, MacKillop Family Services was formed as a new organisation by re-founding seven agencies operated by the Sisters of Mercy, the Christian Brothers and the Sisters of St Joseph of the Sacred Heart in Victoria. However, our legacy and inspiration is much older. From the 1850s, these three congregations, respectively founded by Catherine McAuley, Edmund Rice and Mary MacKillop, worked in Victoria to establish homes for children who were orphaned, destitute or neglected, and for families who were in need of care and support. Throughout the years, the original model of institutional care evolved into different forms of residential care, foster care, education, family support and disability services.

The purpose and character of MacKillop Family Services as a Catholic organisation, continues to draw from the lives, works and inspiration of the three founders who provide a living model for the way our staff and volunteers approach their work. Woven through this ethos is the acknowledgement and recognition of the inherent Aboriginal spirituality of this country and respect for the cultures that have lived here for thousands of generations.

Today, we continue this work within the framework of Catholic social teaching and in the spirit of the Gospel - one of radical inclusion, restoration and accompaniment. MacKillop Family Services is now a national organisation and a leading provider of services for children, young people and families across Victoria, New South Wales, ACT, Western Australia and to other organisations in every state and beyond. We offer services and programs in family support, foster care, residential care, disability services, youth support, education and training, parenting, family therapy, mental health, family violence, early childhood, and support to women and men who, as children, were in the care of our founding agencies.

At MacKillop we pay respect to all Aboriginal and Torres Strait Islander peoples and their Elders - past, present and emerging - and acknowledge the importance of their stories, history and wisdom. They hold the memories, traditions, cultures, hopes and aspirations of all Aboriginal and Torres Strait Islander peoples. We are strongly committed to the ongoing work of Aboriginal self-determination, reconciliation, and cultural safety for our Aboriginal and Torres Strait Islander clients, staff and stakeholders.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2020/21 financial year of over \$150 million.

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.***

MacKillop Education Services

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.

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

Position purpose

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 Co-ordinator will work collaboratively and provide expert educational advice and wellbeing support for the Primary and Secondary school teachers, teams and leaders.

Primary objectives

- In collaboration with the Principal and School Leaders, 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.
- Design and deliver a range of education programs, that are compliant with the Victorian Curriculum Framework.

Key result areas and responsibilities

The Education and Wellbeing Coordinator will:

Teaching and Learning

- Contribute to the development and delivery of 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 in the education of traumatised young people with complex and diverse needs.
- Contribute to the development 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 Support 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.

Student Wellbeing

- 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.
- Oversee the collection, analysis and reporting requirements for the Nationally Consistent Collection of Data.
- Participate, as required, in enrolment interviews, and be involved in the development and implementation of transition and orientation programs.
- Support staff to implement safety plans and the Sanctuary and ReLATE Frameworks, across the school and in the classroom.
- Organize referrals to external agencies for young people and families / carers and conduct assertive outreach to maintain student engagement.
- Oversee the development of appropriate education and wellbeing policies.
- Liaise with students' case managers and other workers, attend Care Team meetings as appropriate, and report back to school staff.
- Monitor student wellbeing and report any issues to the Principal.

Staff Development and Support

- Oversee induction of new staff and co-ordinate provisional psychologists.
- Organise, in collaboration with the Principal, Learning and Teaching Coordinator and Allied Health Staff, professional development that improves staff skills and knowledge and leads to improved student outcomes.
- Provide mentoring and supervision, to allocated staff.
- Participate in staff meetings.
- Participate in team building activities and opportunities.

Management and Administration

- Maintain appropriate records in line with school requirements.
- Organise data for Census and reporting requirements.
- Ensure that all practices within the program are in accordance with relevant Catholic Education and MacKillop Family Services policies and guidelines.
- Represent MacKillop Education at meetings and forums for individual clients, the program and the organisation.
- Perform other duties, as required, and agreed upon with the Principal/Executive Principal.

Key selection criteria

The incumbent will have:

- Appropriate tertiary qualifications and experience in education (VIT Registration) and wellbeing.
- Demonstrated ability to develop and implement curriculum and education programs to meet the needs of students with complex needs; including an understanding of the effect of trauma and its effect on the capacity of young people to engage with education and learning.
- Understanding of the interface between the education and welfare sectors.
- The ability to work collaboratively, as part of a multi-disciplinary team approach to supporting young people.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Effective organisational and administrative skills and experience and demonstrated ability to flexibly manage competing priorities and stressful situations.

- Willingness to promote the Catholic values and ethos of MacKillop Family Services; including the Sanctuary Model and Commitments.

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 Victorian Driver’s Licence.
- Valid and current Victorian Working with Children Card.
- VIT registration.
- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

Approver’s full name:	Anne Henderson	Date:	Jan 2020
Approver’s position title:	Executive Principal		
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.