

Position Description

Position title	Education Support
Document ID	
Program/Unit	MacKillop Education Caulfield
Term	Full time, Ongoing
Classification	VCEMEA, Education Support, Cat. B
Position reports to	Education Support Leader

Organisational context

Established in 1997 MacKillop Family Services (MacKillop) continues the child and family welfare ministries of the Christian Brothers (Oceania), the Sisters of Mercy (Melbourne) and the Sisters of St. Joseph (Victoria) in Western Sydney, Wollongong, NSW South Coast, Melbourne, Geelong, Warrnambool and Perth.

Programs include Home Based and Residential Care, Disability Services, Youth Support, Education and Training, Family Support and support of women and men who as children were in the care of our founding agencies.

MacKillop Family Services involves a staff of some 1000 personnel and nearly 500 volunteers. Operating out of more than 30 sites our budget expenditure is \$100 million.

MacKillop acknowledges the important work of the Royal Commission into Institutional Responses to Child Sexual Abuse in promoting child safe policies and practices to better protect children. MacKillop is committed to promoting and protecting the best interests of children involved in its programs. MacKillop believes that all children have equal rights to protection from abuse and has a zero tolerance for child abuse, neglect and exploitation. The protection of children is a shared responsibility between MacKillop, all employees, workers, contractors, associates, and members of the MacKillop community.

MacKillop Family Services has embarked upon a journey of change through its adoption of the Sanctuary Model. The Sanctuary model is underpinned by the commitments of: Nonviolence, Emotional Intelligence, Social Learning, Open Communication, Social Responsibility, Democracy, Growth and Change.

The Sanctuary Model is a blueprint for clinical and organisational change which, at its core, promotes safety and recovery from adversity through the active creation of a trauma-informed community. A recognition that adversity is pervasive in the experience of human beings forms the basis for the Sanctuary Model's focus not only on the people who seek services, but equally on the people and systems who provide those services.

MacKillop acknowledges the Traditional Custodians and their Elders in each of the communities where we work, affirms the significant place and identity Aboriginal and Torres Strait Islanders hold as First Australians, values and celebrates the strength of Aboriginal and Torres Strait Islander Culture and actively commits itself to the truth telling, justice and healing that is required for reconciliation.

Our vision

All children, young people and families are safe, thriving and connected to culture and community. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

Our values

Justice: We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly;

Hope: We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship;

Collaboration: We commit to working in a collaborative spirit through cooperation, coordination, and partnership;

Compassion: We commit to creating an attitude of openness to others and to their circumstances; and

Respect: We seek to listen and learn from each other and to build relationships with respect.

MacKillop Education

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) and Caulfield (Foundation to Year 10) cater for students who are disengaged, or at risk of disengaging, from education. MacKillop Education provide flexible learning pathways and they equip participants with the skills they need to 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.

Position purpose

This position is situated within the MacKillop Education, a school that provides education to students who are disengaged, or at risk of disengaging from education.

The Education Support is a member of MacKillop Education Caulfield and reports to the Education Support Leader.

Primary objectives

The primary objective of the Education Support role is to work collaboratively with classroom staff by supporting them to enhance the learning outcomes of students. This role will receive direct supervision from the Education Support Leader.

Key result areas and responsibilities

The Education Support will:

- Support classroom teachers and wellbeing staff to enhance the learning of students

- Work with individual students and in small group's settings, building positive relationships with the children, their guardians and support teams
- Implement a program of activities for a range of co-curricular areas, as directed by the school leaders
- Support students in the transition process as directed by the Principal and school leaders
- Work collaboratively with Teachers and School Staff
- Supervise students during recess and lunch sessions
- Support teachers in supervision of students while travelling or engaging in off-site learning activities
- Maintain relevant facilities and resources to support the learning program
- Attend staff meetings and other duties as required by the Principal
- Participate in appropriate professional development opportunities and annual performance reviews and constructively participate in supervision
- Observe and support the MacKillop values and ethos, the policies and procedures of MacKillop Education including; the Sanctuary Commitments, and the ReLATE Education Framework

Key selection criteria

The incumbent will have:

- Relevant work experience and a minimum Diploma Qualification or Certificate IV in Education Support or Special Needs
- An understanding of teaching and learning support strategies and the ability to implement these as required
- Demonstrated high level written and verbal communication skills and high-level interpersonal skills including a capacity to develop constructive relationships with students, care givers, community service providers and other staff
- Demonstrated ability and experience in understanding the unique nature of providing high quality educational experiences to young people with multiple and complex needs, including those marginalised from school and society through trauma, abuse and neglect
- Demonstrated commitment and capacity to actively contribute to a broad range of school activities including student excursions, camps and the marketing of our education programs to the Catholic Education Office, the Education Department and other stakeholders
- An understanding and commitment to the objectives and values of the organisation, including Sanctuary Commitments, as outlined above, and a capacity to represent MacKillop values as required by the role

Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's OH&S policy and strategy.
- 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.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.

- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

Approver's full name:	Anne Henderson	Date:	January, 2020
Approver's position title:	Executive Principal		
Incumbent's full name:			
Incumbent's signature:		Date:	