DEFENCE SCHOOL MENTOR
AND STUDENT SERVICES OFFICER

Part-time, fixed term contract

Tranby College is a co-educational Uniting Church school comprising of students from Kindergarten to Year 12. Located within the Settlers Hills Estate in Baldivis, one of Perth's fastest growing suburbs south of the river, the College campus enjoys an attractive green aesthetic with excellent facilities. The College is an accessible and inclusive community in which student learning and wellbeing are paramount. All members of the College are committed to providing a holistic, rigorous and student centred curriculum that seeks to create independent learners, balanced with the tolerance and respect valued as a Uniting Church community.

Are you an Education Assistant who enjoys working with children and their parents, staff and broader support agencies? Are you looking for a new position with greater flexibility and autonomy? Tranby College seek an Education Assistant with Senior First Aid training to fill the position of **Defence School Mentor and Student Services Officer**. The tenure of this position is subject to the provision of annual funding through the Australian Government. As funding has been confirmed for 2019 only, this position is offered as a fixed term contract ideally commencing 23 January 2019 and concluding 31 December 2019.

Defence School Mentor (DSM) role overview

Within the school community the DSM provides assistance to Defence students and their families, and raises awareness of unique needs of these families due to the military lifestyle. The role of the DSM is not one of a teacher or counsellor, but as a conduit between these professional services to facilitate information sharing and appropriate referral to support services as required.

The DSM will:

- Provide a positive role model for students and families;
- Assist Defence students and families engage and interact in various aspects of school life;
- Transition Defence students and families to and from the school by actively assisting with welcoming, integrating and farewelling of the students and families;
- Assist to develop programs and activities that specifically address the resilience of Defence students;
- Actively network in order to source, facilitate and support Defence students and families; and
- Provide support to faculty, staff, parents and children for issues amendable to short-term problem resolutions, such as school adjustment issues, deployment and reunion adjustments, and parent / child communications.

The DSM has the following duties and responsibilities against the Programs key performance areas:

Welcoming

- Assist Defence parents and children to become familiar with the school and its facilities.
- Coordinating appropriate welcoming activities for Defence children and their family involving the school community.
- Be a contact for Defence children and their families when they join the school.

Integrating

- Monitoring ADF children's personal issues such as friendship, peer groups and classroom difficulties.
- Providing opportunities for Defence families to meet other Defence families within the school community.
- Maintaining regular contact with Defence families who are enrolled in the school.
- Supporting students with planning, balancing of academic requirements, and facilitating referrals for education support.

Absence Support

- Supporting Defence children at school during times of parental absence from home for service requirements.

Farewelling

- Coordinate appropriate farewell activities for Defence children involving the school community.
- Be a support for Defence children and their families as they leave the school.

Two and a half hours per school day are allocated to these duties.

Other duties – Student Services

In addition to the role of Defence School Mentor, one hour per day will be spent as part of the Junior School Student Services Team. This role requires basic office administration skills and the capacity to administer First Aid.

Salary and conditions

This is a non-teaching, part-time position, during school term time (39 weeks) only. By arrangement, salary payments can be made fortnightly across the full year.

The pro-rata salary for this position will be approximately $25,000 per annum, plus 9.5% superannuation.

Hours of Work

Working hours are 3.5 hours daily (17.5 hours per week). Duties require flexibility, including some evening and after school hours commitments. This is a five day a week position, during school time only.

Essential qualifications

Working with Children Check
Certificate IV in Education Support (or equivalent, or better)
Current Senior First Aid Certificate

If you require further information regarding this opportunity, please contact Teneille Gaudlitz (Senior HR Advisor) gaudlitzt@tranby.wa.edu.au.

To apply for this position please send your application (including cover letter, resume and 3 references) to Teneille Gaudlitz via email at gaudlitzt@tranby.wa.edu.au or posted to:

Teneille Gaudlitz
Tranby College
PO Box 2186
Rockingham DC WA 6967

Applications close: 5pm, Tuesday 15 January 2019