



Position: Defence Transition Aide/Mentor
Hours: 30 hours per week
Status: Temporary Part Time, Term Time only
Commencement: Term 1
Position Location: 4 Valley Avenue, Gungahlin
Line Management: This position will be responsible to the Deputy Principal (Wellbeing)

The local Regional Education Liaison Officer (REDLO) will be the point of contact with the Defence Community Organisation and will be available for broader education advice and guidance. The REDLO will be in close contact for advice, support and training needs.

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

Duties

- Assisting ADF parents and children to become familiar with the school and its facilities
- Being a contact for new parents of mobile ADF children in the school
- Maintaining contact with ADF families who are enrolled in the school
- Providing opportunities for ADF families to meet other ADF families within the school community
- Co-coordinating appropriate welcoming and farewelling activities for ADF children involving the school community
- Supporting children at school during times of parental absence from home for service requirements
- Monitoring ADF children's personal challenges such as friendship, peer groups and classroom difficulties
- Support and assist young people from ADF families to integrate into the school community.
- Create a greater and ongoing awareness within the school community of the needs of young people from ADF families
- Work with individuals, groups, families and stakeholders to develop, implement and evaluate relevant programs.
- Promote the participation of young people from ADF families in school and community activities.
- Provide advocacy and negotiation support for these young people as required.
- Provide them with information and appropriate referral to support services.
- Develop resources and programs to support young people from ADF families
- Planning and co-ordinating Anzac and Remembrance Day activities across both campuses.

- Contributing items of interest to the school newsletter

The Defence School Transition Aide/Mentor is not a teacher nor is it intended that the Defence School Transition Aide/Mentor work with one child on a long term basis.

Selection Criteria

- Demonstrated ability to empathise and work with children and young people.
- Appropriate qualifications and/or demonstrated relevant experience.
- Demonstrated high level of communication skills both oral and written and the ability to communicate effectively with a diverse range of people e.g. school principal, school staff, parents, ADF Members and their families.
- Ability to liaise with a range of individuals and community groups. Demonstrated skills in advocacy and negotiations including problem solving and conflict resolution are essential
- Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality.
- Ability to plan, organise, evaluate and deliver innovative and creative programs, resources and activities relating to mobile families, students and the school community.
- Ability to acquire quickly an understanding of the operations of the school
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- Ability to be involved with coaching or managing a co-curricular sporting team would be desirable but not essential

Terms and Conditions

The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*.

The Application

Applicants should provide the following documents by email to:

The Principal
Burgmann Anglican School
4 The Valley Avenue
Gungahlin ACT 2912

Email address: employment@burgmann.act.edu.au

Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).

- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript/qualifications (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees

This position is funded by the Defence Community Organisation for the 2019 financial year.

Applications close 9am Monday 18 February 2019