

Position Description: Defence Mentor

Position: part time hourly rate \$26.85 as per award MA000076

Contract Term: ASAP to 20 June 2025 with the possibility of extension to June 2026

2 days per week

Could possibly be offered additional days as a classroom support officer, negotiable upon application

Location: Darwin Middle School

Job Description:

The occupant of this position will provide information and support and develop a range of activities for dependants of Defence members and families to ease the impact of mobility and service related parental absence.

The Defence School Mentor (DSM) is a school/education authority employee and is responsible to the principal or nominee for everyday activities.

Contact Officer: for information relating to this position please contact Heidi Thompson via email on: heidi.thompson@education.nt.gov.au

Selection Criteria

Your application for this position should specifically address each of the selection criteria listed below and the work profile attached. Short listing and selection will be based upon responses to these selection criteria and the attached Duty Statement.

SC 1 Demonstrated ability to empathise and work with young people.

SC 2 Appropriate qualifications and/or demonstrated relevant experience.

SC 3 Demonstrated high level of communication skills both oral and written and the ability to communicate effectively with a diverse range of people e.g. students, school principal, school staff, parents, Defence members and their families.

SC 4 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.

Defence School Mentor Program Handbook updated 07 February 2020 Page 21 of 28

SC 5 Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality.

SC 6 Ability to plan, organise, evaluate and deliver innovative and creative programs, resources and activities relating to mobile families, students and the school community.

Reporting Relationships:

The DSM will be responsible to the Principal or nominee for everyday activities and meet with the Management Team on a regular basis. The local DCO Education Liaison Officer and DSM will also be in close contact for advice, support and training needs.

All applicants for school based positions are required to disclose information regarding criminal convictions for certain offences. Criminal history of any appointee will be checked under the relevant State/Territory legislation. Other working with children checks as required by State/Territory Education Systems.

Work Environment:

Schools perform a vital role in providing quality educational services to their students to assist them to acquire knowledge and understanding, to pursue special interests, to strive to achieve excellence, and to develop social and vocational skills. Schools also aim to facilitate and support the participation of parents and carers to enable a smooth transition and rewarding educational experience for young people from Defence families.

Duty Statement

Under direction of the Principal or Principal's nominee:

A DSM provides assistance to Defence children and their families.

This may include:

- support and assist young people from Defence families to integrate into the school community
- create a greater and ongoing awareness within the school community of the needs of young people from Defence families
- work with individuals, groups, families and stakeholders to develop, implement and evaluate relevant programs
- promote the participation of young people from Defence 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 Defence families, and
- proactively contribute to the school team adhering to school policies and priorities

It is expected that the successful applicant will be able to demonstrate the following attributes:

- initiative and leadership qualities
- the ability to work independently, and
- display an inclusive approach to working with young people

The DSM is not a teacher or counsellor nor is it intended that the DSM work with one student on a long-term basis.