



# St Augustine's College – Augustine Heights

## DUTY STATEMENT

### **Defence School Mentor**

#### **Role Statement**

The role of Defence School Mentor (DSM) provides assistance to Defence students and their families. The role holder provides information, support and develops a range of activities from dependents of Defence members and their families, to ease the impact of mobility and service related parental absence. The role holder operates within the Catholic educational environment and culture and will be supportive of the mission of the College.

#### **College Profile**

St Augustine's College is a master planned P-12 co-educational Archdiocesan College located in the fast growing Brisbane region of Springfield. The College has an active enrolment profile with enrolments expected to reach 1480 in 2020. Four distinct but connected educational precincts operate within the College – Early, Junior, Middle and Senior Years.

**Classification: School Officers Award – Level 4, 11 Hours per week, Term Time, Fixed Term 2019. Flexible hours by negotiation.**

#### **Characteristics of the Position:**

- Certificate III in Educational Support would be advantageous but not essential;
- Demonstrated knowledge of the issues experienced by Defence students and their families or ability to develop skills in this area;
- 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, College staff, Defence families and Defence staff;
- 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 organize time and prioritise tasks, meet deadlines, work independently and as a team member and maintain confidentiality;
- Blue Card Working with Children.

### **Typical Tasks/Duties**

- Support and assist young people from Defence families to integrate into the College community;
- Create a greater and ongoing awareness with the College community of the needs of young people from Defence families;
- Work with individuals, groups, families and stakeholder to develop, implement and evaluate relevant programs;
- Promote the participation of young people from Defence families in College and community activities;
- Provide advocacy and negotiation support for these young people as required;
- Provide students and Defence families with information and appropriate referral to support services;
- Develop resources and programs to support young people from Defence families;
- Proactively contribute to the College adhering to College policies and priorities.

### **Reporting Responsibilities:**

The Defence School Mentor reports directly to a member of the College Leadership Team or their Delegate. Ultimately, the role holder is responsible to the Principal. A significant relationship exists with all teachers in the Early/Junior/Middle/Senior Years Precincts, the College Guidance Counselors and other members of the College Leadership Team.