



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Defence School Mentor

Commencing as soon as possible. St Edmund's College is seeking to appoint a Defence School Mentor (DSM) who is passionate about the wellbeing of young adults as part of the Defence School Mentor Program (DSMP). Please see the role description on the College website for information regarding this role and how to apply for the position.

To be appointed to this position, the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Mrs Mikhala Andersen via employment@sec.act.edu.au if you have further questions.

Applications close: 5pm Tuesday 27 February 2024, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@sec.act.edu.au



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ROLE DESCRIPTION: DEFENCE SCHOOL MENTOR (DSM)

GENERAL

The Defence School Mentor (DSM) is part of the Student Wellbeing team that works within an inclusive educational environment to support the social, emotional and academic integration of students from Defence families. The role is a temporary role subject to the ongoing funding of the position by the Australian Defence Force (ADF). This role is required during school terms only from 8:30am to 3:30pm from Monday to Friday.

RELATIONSHIPS

- Assistant Principal Student Wellbeing
- Director of Business Services
- College staff
- College students and parents
- ADF and other external organisations and agencies

DUTIES

- Providing specialised, on-site support to meet the needs of the Defence students and their families within the school community.
- Supporting the integration of new Defence students into the school environment.
- Supporting Defence students experiencing any social, emotional or academic challenges.
- Supporting Defence students experiencing the impacts of Defence-related parental absence or relocation.
- Referring the students to school, Defence or external program, services or opportunities that meet their support needs.
- Increasing the awareness and appreciation of the unique Defence lifestyle and associated challenges for students in schools and local communities.
- Supporting the transition of Defence families and students into and out of the school during posting (e.g. developing welcoming activities, integration activities to provide support during transition into a new school, absence support activities to provide support during periods of parental absence, and farewelling activities to prepare Defence families and students for relocating to a new school).
- Providing Defence students with age-appropriate, social and emotional support that enhances existing school supports.
- Providing Defence families with information about the school environment and available Defence Member and Family Support (DMFS) programs relevant to their student's development.
- Raising awareness and building capacity among school staff to respond to the social and emotional needs of students from Defence families (e.g., sharing information with school staff about the Defence lifestyle, impacts on Defence students, and supports available through the DSMP and DMFS).
- Possessing a strong understanding of the Defence lifestyle and developing strong relationships with Defence students at the school.

Other

- Other adhoc duties as required by the Assistant Principal – Student Wellbeing and/or the Director of Business Services.

TERMS

- The successful candidate will be employed under a common law contract. This role is not covered by the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023 (the Agreement), and subsequent agreements.
- Must maintain a current Working with Vulnerable People registration.
- Part-time, 32.5 hours per week, 41 weeks per year (negotiable).

ROLE REQUIREMENTS**Essential**

- Understanding of wellbeing principles for children and adolescents.
- High level communication skills both oral and written, and the ability to communicate effectively with a diverse range of people e.g. College staff, students, parents and DSM supervisors.
- 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.
- Strong administrative and record keeping skills.
- Commitment to the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

Desirable

- Experience working in the education sector.