

ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

Lutheran School Officer – Defence School Mentor

Purpose Statement:	We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values
Culture:	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
Position Title:	Lutheran School Officer – Defence School Mentor (DSM)
Position Classification:	Lutheran Schools Officer – Administration Stream Grade 3 Level 1 (Lutheran Schools NT Collective Agreement 2021)
Contract Term	Fixed Term – refer to Contract of Employment This contract is subject to, and dependent on, government funding through the DEFENCE SCHOOL MENTOR PROGRAM , a two-year grant program that is reviewed on an annual basis.
Hours of Work:	Part-time 10 hours per week Term time only Refer to Contract of Employment for details
Working Relationships:	<ul style="list-style-type: none"> Responsible to the Principal though the Director of Business Professional interaction with Good Shepherd Lutheran College students, staff, parents & guardians, volunteers, visitors and suppliers.
Special Conditions:	<ul style="list-style-type: none"> All staff must hold a current NT Working with Children Clearance (Ochre Card) The successful applicant will need to provide a satisfactory recent National Police Check prior to commencement Inherent physical requirements of adequate strength, mobility, vision and hearing to perform duties

Role Description

Position Summary

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.

Control, Authority, Judgement & Decision-Making

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.

Statement of Key Responsibilities

The DSM is responsible for complying with College policies and procedures in relation to key responsibilities, including those listed below.

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 College team adhering to College policies and priorities
- other duties as required

Employee Specifications

Experience & Knowledge

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.

Personal Skills, Abilities & Aptitude

Essential

- Capacity to support the implementation of pastoral, curricular and extra curricular programs in line with the College Vision, Purpose Statement and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that aligns with the College's objectives
- Demonstrated ability to empathise and work with 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. students, principal, school staff, parents, Defence 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
- Refer to Defence School Mentor Program Handbook updated October 2021 or it's replacement
- 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