



Defence School Mentor - Role Description and Selection Criteria Adamstown Public School – Glendore Public School



Hourly Rate: \$39.96 **Hours Daily:** 5hr30min (9am-3pm) **Days Weekly:** 2 dpw **Contract Term:** 20 weeks

Closing Date: 12noon on Wednesday 29 November.

Location: Adamstown Public School and Glendore Public School, Semester One, 2024

Rostering: This role's days of operation at each site will be negotiated between the two principals, the DSM supervisor (EDLO) and the successful applicant. This is a casual contract with flexibility of days expected along with the possibility of role extension.

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

The DSM is an employee of both Adamstown Public School and Glendore Public School, and is responsible to both school principals or their nominees for everyday activities.

Contact Officer: Myfanwy Holland: **Telephone** 02 4957 1114

Selection Criteria: Your application for this position should specifically address each of the selection criteria listed. Short listing and selection will be based upon responses to the below selection criteria and Duty Statement.

- SC 1** Demonstrated ability to empathise and work with students from Kindergarten to Year 6.
- 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
- 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.
- CV** Include a one-page CV that details your training, work and educational experiences as well as two referees.

Additional Factors:

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;
- Present the identification number for their Working with Children Checks as required by the NSW Government for child-related employment; and
- complete mandatory Health, Safety, Child Protection and Wellbeing training for all NSW Department of Education (DoE) employees before they commence work at either site.

Applicants invited for interview will need to present personal identification to the value of 100 points prior to interview. Interviews will be no longer than 30 minutes, with date, time and location to be advised.

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 skills.
- Schools also aim to facilitate and support the participation of parents and caregivers to enable a smooth transition and rewarding educational experience for young people from Defence families.

Duty Statement:

Under direction of either Adamstown Public School's or Glendore Public School's principal or their nominees. The DSM will provide assistance to Defence children and their families.

These duties 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 students from Defence families;
- Work with individuals, groups, families and stakeholders to develop, implement and evaluate relevant programs;
- Promote the participation of students from Defence families in school and community activities;
- Provide advocacy and negotiation support for these students as required;
- Provide them with information and appropriate referral to support services;
- Develop resources and programs to support students from Defence families;
- 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;
- Ability to work independently;
- 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.

For information relating to this position and the two schools, please review information available at these websites:

- <https://defence.gov.au/DCO/Family/Kids/Education.asp>
- <https://www.defence.gov.au/DCO/Master/documents/Guidelines/DSM-Program-Guidelines-2020.pdf>
- <https://adamstown-p.schools.nsw.gov.au/>
- <https://www.facebook.com/AdamstownPS>
- <https://glendore-p.schools.nsw.gov.au/>
- <https://www.facebook.com/GlendorePSofficial>

Applications must be submitted electronically to myfanwy.holland@det.nsw.edu.au in pdf format by no later than 12noon on Wednesday 29 November 2023.