



POSITION DESCRIPTION

Directorate: Education

Position Number: P35675

Division: Belconnen

Classification: SA2/3

Business Unit: Maribyrnong Primary School

Location: Kaleen

Position Title: Defence School Mentor

Last Reviewed: April 2024

Position Requirements:

BUSINESS UNIT OVERVIEW

Maribyrnong Primary School is a vibrant, growing school community situated in Alberga Street, Kaleen, in the Belconnen region. Strong partnerships between students, parents and staff bring many innovations and exciting experiences for all. At Maribyrnong Primary School we have a whole child approach to learning and teaching which acknowledges and celebrates the important role that families and communities play in the education of our students. We provide a learning program from preschool to year 6 that caters for the whole child, celebrating difference and acknowledging that all children are individuals.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

POSITION OVERVIEW

Maribyrnong Primary School is seeking to appoint a Defence School Mentor (DSM) who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence. The DSM role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The DSM's role is embedded in Maribyrnong's wellbeing team.

WHAT YOU WILL DO

- 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 and relocation.
- Directing students to school, Defence or external programs, 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.

WHAT YOU REQUIRE

- Valid WWVP
- Knowledge about wellbeing principles for young children and young adults.

Professional / Technical Skills and Knowledge

- High level of oral and written communication skills
- Ability to communicate effectively with Defence students, families, DSM supervisors (including members of the school's Wellbeing Team), principal, and school staff.
- • Ability to effectively plan, organise, and deliver innovative and creative programs, resources and activities relating to Defence students, families and the school community.
- • Strong initiative and the ability to organise their own work, set priorities, meet deadlines, and be able to work independently and within team environments.
- • Ability to quickly acquire an understanding of the school context and student population.

Compliance Requirements / Qualifications

1. Background / Security clearance checks will be conducted
2. This position does require a pre-employment medical
3. This position requires a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Defence School Mentor (position number *P35675*) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally

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Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never