

**POSITION:** On Line Learning Support Specialist  
**REPORTS TO:** Assistant Principal, Data and Organisational Management  
**DATE UPDATED:** July 2020

#### **ORGANISATIONAL ENVIRONMENT**

The Hester Hornbrook Academy (HHA) provides flexible education and learning options, including VCAL (Victorian Certificate of Applied Learning) and VETiS (Vocational Education and Training in Schools). Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students and integrate wellbeing and life skills approaches. Teachers and Youth workers work together to support students. We have classes and outreach learning options for students who are young mums, currently in or leaving out of home care, experiencing homelessness, or who have been disengaged from mainstream education.

#### **JOB CONTEXT**

Each HHA classroom is supported by a team comprised of a VCAL/VETiS teacher and Youth Worker. The classroom team collaborates to provide a safe, respectful and productive learning environment. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic, pathway and other life goals. The teacher and youth worker bring different and overlapping skills and experience to the classroom to provide a holistic response to the students' educational needs.

#### **JOB PURPOSE**

The focus of this position is the continued development of remote learning to engage students, build stamina and develop student literacy and numeracy skills. This role will specialise in remote learning, TEAMS and the Microsoft Suite and Zoom, initiate ICT curriculum-based projects which build student skills in literacy, numeracy and ICT skills. The position will be student facing and will require the successful applicant to work across the HHA campuses with staff and students to model exceptional ICT skills.

This position has a whole of school, cross campus focus and requires a future thinking and visionary approach, with planning for the achievement of projected goals and outcomes as the Hester Hornbrook Academy grows and the ICT needs of the staff and students increase.

#### **JOB EXPECTATIONS**

Duties of this role may include but are not limited to the following:

- Work with the Director of Individualised Learning to embed ICT and remote learning tools across all campuses and classroom teams.
- Work collaboratively with the MCM ICT team, to support the implementation of ICT initiatives and the development of remote learning pods for staff teaching and learning delivery.
- Lead the development and implementation of innovative, on-line educational and wellbeing programs.

- Collaborate with staff in the development of on-line literacy and numeracy skill building activities using the BKSb system to understand the needs of students.
- Develop professional learning resources, complete staff induction and facilitate professional learning sessions for staff and student of HHA.
- Coordinate support for all aspects of HHAs ICT, including all hardware, software and peripherals (including photocopiers and printers).
- Provide support to students, teachers and administration on ICT matters.
- Manage escalations to ICT via MCM/HHA service ticketing systems.
- Apply an understanding of trauma-informed practice to support students in a way that is empowering and engaging for the student cohort.
- Have a thorough understanding of a range of interventions that promote engagement, build rapport and develop prosocial behaviours and relationships.
- Participate in regular supervision, whole school and campus meetings, the performance review processes and professional learning as required.
- Regular travel between HHA campuses and MCM sites is required.
- Ensure that all Child Safe, risk management and HHA documentation is adhered to.
- Contribute to a culture of continuous review, improvement of student learning outcomes and achievement of the HHA Strategic Plan (SP) and Annual Implementation Plans (AIP).
- Ensure services are delivered within the framework of MCM/HHA policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the Assistant Principal – Data and Organisational Management or delegate.

## KEY RELATIONSHIPS

This position may have relationships with a diverse range of HHA and MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>• MCM ICT team</li> <li>• Employees from the HHA team (e.g. Youth Workers &amp; VCAL/VETis Teachers)</li> <li>• Employees from the Education, Training &amp; Transitions team</li> <li>• Employees from the Homelessness, Justice &amp; Family Services division</li> </ul>
<b>External Relationships</b>	<ul style="list-style-type: none"> <li>• Education Partners</li> <li>• Relevant community services providers</li> <li>• Student's communities.</li> </ul>

## KEY SELECTION CRITERIA

**The following key selection criteria must be addressed in the application for this position:**

**Essential:**

- Post-secondary qualifications in information technology or a related discipline, and/or extensive experience leading ICT systems in an educational environment.
- Proven ability to assist school leaders to embed ICT and remote learning tools across a multi campuses setting.
- Ability to implement ICT curriculum initiatives and the development of remote learning for staff teaching and learning delivery and for wellbeing program and intervention supports.
- Ability to manage a school information system preferably Sentral, liaise with MCM ICT team and external providers to ensure all IT systems, licence agreements and software is updated and available for daily use.
- An understanding of trauma-informed practice, restorative justice principles and the necessary skills to engage young people with multiple and complex needs.
- Demonstrated capacity to work flexibly and collaboratively, with the ability to manage competing demands.
- Successful applicants will need satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia.

## **ORGANISATIONAL REQUIREMENTS AND COMMITMENTS**

### **Workplace Health & Safety:**

HHA/MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all HHA/MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

### **Client Wellbeing and Safety:**

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

### **Operational Accountability:**

HHA/MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

## COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- Satisfactory completion of safety screening including a current Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.

## LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<b>Collaboration &amp; Cooperation</b> Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.
<b>PARTNERSHIPS</b>	<b>Influence &amp; Persuasion</b> Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.
<b>PARTNERSHIPS</b>	<b>Credibility &amp; Integrity</b> Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised as being principled and as having expertise as a leader.
<b>REPUTATION</b>	<b>Provable Results</b> Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.
<b>REPUTATION</b>	<b>Disrupting Disadvantage</b> Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.
<b>PEOPLE</b>	<b>Resilience &amp; Bounce Back</b> Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
<b>PEOPLE</b>	<b>Builds Capability &amp; Realises Potential</b> Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.
<b>PEOPLE</b>	<b>Safety First</b> Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

## OUR VALUES

Employees are expected to commit to and demonstrate HHA/MCM's values:

<b>TOGETHER</b>	We are inclusive and accepting of difference.
	We work in highly effective teams and our people are connected across our organisation.
	We engage proactively with others to deliver outcomes.
<b>COURAGEOUS</b>	We speak up constructively in line with our convictions.
	We pursue our goals with determination.
	We are passionate about our advocacy role.
<b>CURIOUS</b>	We are inquisitive and ask why.
	We challenge the status quo.
	We actively explore the alternatives.
<b>OPEN</b>	We are transparent and have genuine, honest interactions.
	We listen and hear people's voices.
	We value and respect the autonomy of clients.
	We trust one another.
<b>ACCOUNTABLE</b>	We act safely in all our interactions.
	We manage within our financial and resource boundaries.
	We own our outcomes and decisions.
	We are proud of the work that we do.