

POSITION: Education Support Officer – Kitchen Assistant

REPORTS TO: Head of Campus/ School Chef

LOCATED: **Multi Campus locations**

- Exhibition Street, Melbourne
- Tope Street, South Melbourne
- Harvester Road, Sunshine
- Roth Street, Werribee
- New campus developments

Classification: Hester Hornbrook Academy Enterprise Agreement 2024 - 2026

DATE UPDATED: July 2025

ORGANISATIONAL ENVIRONMENT

Hester Hornbrook Academy is a Special Assistance School which provides wellbeing for learning and learning for wellbeing. Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students.

Our HOPE – Healing Orientated Program of Education, informs our work each day, ensuring the integration of academic intervention and growth with wellbeing and life skills. Applied learning, includes VPC (Victorian Pathways Certificate), VM (VCE Vocational Major) and VETiS (Vocational Education and Training in Schools).

At Hester Hornbrook we strive for a culture that is values and purposed aligned. Our employees are central to the support we provide to our young people. Our employees' behaviours, values, skills and expertise is essential for the successful delivery of our programs.

DIVERSITY, EQUITY OF ACCESS, AND INCLUSION

Hester Hornbrook Academy is committed to inclusion, equity of access and diversity. We know that diversity helps us to innovate and make the biggest impact possible. The MCM Group DEI Strategy On for Inclusion supports and drives an inclusive workplace culture. We recognise that many people continue to face systemic barriers within an employment context, particularly those from First Nations, culturally and linguistically diverse, disability and LGBTIQ+ communities. We are committed to inclusivity and want to continue to learn from and grow our diverse workplace culture. This includes supporting your individual employment needs wherever reasonably possible.

POSITION CONTEXT

Hester Hornbrook Academy is a leading, independently registered Special Assistance School that provides flexible, inclusive education for young people aged 15-25 who experience barriers to traditional learning. Operating across multiple campuses in Greater Melbourne, the school offers a healing-oriented environment where students are supported to re-engage with education and pursue meaningful pathways.

Hester Hornbrook Academy brings together a diverse team of professionals working collaboratively within a school setting to improve education and wellbeing outcomes for students.

All Hester Hornbrook classrooms are supported by strong classroom teams including a teacher/trainer, educational support staff 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 implement educational intervention strategies, set and achieve positive pathways and other life goals. All staff bring different and overlapping skills and experience to the classroom to provide a holistic response to the students' educational needs.

POSITION PURPOSE

The ESO-Kitchen Assistant role purpose is to:

Work as part of a multidisciplinary team to provide specialised literacy and numeracy support to achieve specific educational outcomes for the young people of Hester Hornbrook Academy. ESOs will assist with educational assessments and interventions to ensure that all supports are individualised and relevant for every student and will allow learning for wellbeing.

POSITION DUTIES AND RESPONSIBILITIES

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

- Work as part of a multidisciplinary classroom team to develop and maintain a face to face and virtual classroom learning environment which places high expectation on learning for wellbeing and wellbeing for learning. The Educational Support Officer will support and model a learning environment which is safe, respectful and productive.
- Ensure that programs are delivered within the Educational Support Officers framework of Hester Hornbrook Academy.
- Use data as evidence to inform practice and funding through the NCCD funding source. This includes tracking interventions/ screeners, managing data entry and utilising data to support students and prepare learning plans to improve their literacy/numeracy outcomes.
- Assist students on an individual or group basis in specific learning areas including literacy and numeracy skills.
- Contribute to the planning and participate in the extra -curricular activities, events, excursions and overnight camps.
- Apply an understanding of our HOPE (Healing Orientated Program of Education) to support students in a way that allows them to Engage, Equip, Empower and Extend. While having a thorough understanding of a range of interventions that promote engagement and inclusivity, build rapport, and develop prosocial behaviours and relationships.
- Maintaining accurate records using the school's IT Applications including Sentral, Canvas and Teams ensuring regular wellbeing case noting and the preparation of reports and funding requirements which include NCCD educational adjustments.
- Participate in the life of the school including, timetabled duties, camps and excursions, regular

supervision, scheduled whole school and campus meetings, the performance review processes, professional learning and a culture of continuous review, improvement of student learning outcomes and achievement of the Hester Hornbrook Strategic Plan (SP) and Annual Implementation Plans (AIP).

- Ensure that all Child Safe, risk management and Hester Hornbrook documentation is adhered to and delivered within the framework of Hester Hornbrook and MCM Group policies and procedures, legislative requirements, and meet the Performance Standards expected of the Hester Hornbrook Academy organisation.
- Perform other duties and responsibilities, as directed by Executive and Senior Leadership Teams of Hester Hornbrook Academy.

Note all applicants must be prepared to travel between all Hester Hornbrook Academy campuses.

KEY SELECTION CRITERIA

Applications to include a Cover Letter which highlights **how you have previously assisted a young person to improve their literacy and numeracy skills, leading to learning for wellbeing** and a current CV with referees.

Our ideal candidate will be able to successfully demonstrate the following key skills and attributes:

- Proven ability to work collaboratively as part of a multidisciplinary team to provide educational interventions for young people to enable them to develop learning for wellbeing and achieve educational success.
- Experience working with young people, young people who identify as LGBTQI+ young people and young people from diverse cultural backgrounds in a trauma informed setting, who have existing barriers to education.
- 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, in an outreach capacity and with the ability to manage competing demands as is the case in a Secondary School setting.
- Understanding of relevant legislation, including Child Safe Standards as they are relevant to a Senior Secondary School setting.
- Certificate IV in Education Support or relevant experience

Desirable:

- Current Training and Assessment (TAE) qualifications for teaching of VETiS programs is highly desirable.

Essential Safety Screening Requirements: *

- Proof of Identity Check
- National Police check
- International Police check
- Current Victorian Working with Children Check (Employee)
- Other Professional Registration (eg VIT, APRA, etc.)
- Current Victorian Drivers Licence
- Right to work in Australia

KEY RELATIONSHIPS

This position may have relationships with a diverse range of Hester Hornbrook and MCM Group 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 young people we support. Examples of key relationships include:

Internal Relationships	<ul style="list-style-type: none"> • All employees from the Hester Hornbrook team • Employees from the MCM Group of Services
External Relationships	<ul style="list-style-type: none"> • Education and other partners • Relevant community services providers • Student's communities including parents/carers

OUR VALUES

Employees are expected to commit to and demonstrate the Hester Hornbrook Academy expected behaviours of:

Safe

Respectful

Productive

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

Child Safety & Safety of Vulnerable People

Hester Hornbrook Academy is a Child Safe Organisation, committed to the safety and wellbeing of children, young people, people with disability, and other vulnerable people. We have zero tolerance of abuse and neglect of all vulnerable people. Hester Hornbrook Academy is committed to providing a safe environment in which children and vulnerable people are protected from violence, abuse and neglect. All employees must:

- Comply with the Child Safe Standards at all times.
- Maintain a safe environment in which children and vulnerable people are safe at all times.
- Actively prevent, and immediately report to Hester Hornbrook Academy, any violence, abuse or neglect of any child or vulnerable person.

Workplace Health & Safety

Hester Hornbrook Academy has zero tolerance for compromised worker safety. We endeavour to provide a working environment that is safe for all employees and people who use our services. As an employer, Hester Hornbrook Academy adheres to Occupational Health & Safety regulations. All employees must:

- Comply with all Hester Hornbrook and MCM Group policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of their own health and safety, and the health and safety of their colleagues, service users, and others who may be affected by the employee's acts or omissions in the workplace.

- Immediately report to Hester Hornbrook any hazards or incidents.

Code of Conduct and Operational Accountability

Hester Hornbrook Academy is committed to operating efficiently and ethically and remaining operationally and financially sustainable. All employees must:

- Operate within the requirements of the Hester Hornbrook Academy and MCM Group accreditations, registrations, policies and procedures, Code of Conduct, and regulatory guidelines.

Position Description Maintenance

Position Descriptions change over time, due to a wide range of organisational, technological, financial, geographical, service, systemic, legal, and individual factors. All employees must:

- Maintain position description currency by communicating, discussing and documenting necessary changes, and considering consistencies and relativities with other like positions.
- Ensure compliance with position description, management of change, and consultation requirements in the relevant Hester Hornbrook Academy Enterprise Agreement 2024 – 2026.
- Use correct processes to apply for changes related to individual circumstances, for example, reasonable adjustments for disability, flexible working arrangements for care responsibilities, rehabilitation to work following injury, ill health or medical procedure, or transition to retirement.