

**POSITION:** Educational Support Officer – Classroom and Tutorial Support – Living Learning

**REPORTS TO:** Living Learning, Learning Specialist and Head of Campus

**DATE UPDATED:** July 2021

### **ORGANISATIONAL ENVIRONMENT**

Living Learning is a new innovation project funded through a Social Impact Bond model and in partnership with the Victorian Government. Living Learning provides multi-discipline support to students of the Hester Hornbrook Academy (HHA) who have been disengaged from school and are experiencing mental illness.

HHA is an independent specialist school run by Melbourne City Mission, providing flexible, community-based learning opportunities for young people across Melbourne. With the support of a Teacher and a Youth Worker in every classroom, HHA aims to reconnect disengaged young people through a combination of learning and wellbeing support. The curriculum is flexible and tailored to each individual's interests and goals.

### **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.

Students who participate on the Living Learning program have access to a higher level of support, including a specialist outreach, mental health and educational team. This role fits into the Living Learning Education team and works in close collaboration with all of the staff and students at HHA.

### **JOB PURPOSE**

To provide high quality, responsive educational support to young people of the HHA. Additionally, our Educational Tutors will be required to provide specialised literacy and numeracy support to achieve specific educational outcomes for students. This will occur through a collaborative partnership between the Living Learning team, Teacher, Youth Worker and HHAs Learning Specialist; Educational Assessment using an individualised learning process informed through data obtained from our BKSB assessment resource.

### **JOB OBJECTIVES**

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

- Assist students on an individual or group basis in specific learning areas including; literacy and numeracy skills
- Assist in the preparation of student resources, equipment, basic curriculum support resources and Individual Education Plans for individualized student learning to improve literacy and numeracy skills
- Manipulate data/information and prepare reports and learning plans for students to improve their literacy/numeracy outcomes

- Work collaboratively with the Living Learning team and each Classroom Team (including teacher and youth worker), to observe how students are progressing with a task and difficulties they encounter and provide assistance where needed
- 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.
- 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 Leadership Team of Living Learning and HHA.

#### KEY RELATIONSHIPS

This position may have relationships with a diverse range of 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>• Employees from the HHA team (e.g. Youth Workers &amp; VCAL/VETis Teachers)</li> <li>• Employees from the Living Learning 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

##### Essential:

- Certificate IV in Education Support or relevant experience
- Ability to engage with and support the education needs of young people, LGBTQI young people and young people from diverse cultural backgrounds in a trauma informed setting., who have existing barriers to education.
- Proven ability to assist students on an individual or group basis in specific learning areas including; literacy and numeracy skills.
- Experience in preparing student resources, equipment, basic curriculum support resources and Individual Education Plans for individualized student learning to improve literacy and numeracy skills.

- Experience in manipulating data/information and preparing reports and learning plans for students to improve their literacy/numeracy outcomes.
- Demonstrated capacity to work flexibly and collaboratively, with the ability to manage competing demands.
- Understanding of relevant legislation, including Child Safe Standards as they are relevant to a Senior Secondary School setting.
- 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 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.
- All employees are subject to MCM's Employment Safety Screening Procedure.

## **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>	<p><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.</p>
<b>PARTNERSHIPS</b>	<p><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.</p>
<b>PARTNERSHIPS</b>	<p><b>Credibility &amp; Integrity</b> Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader.</p>
<b>REPUTATION</b>	<p><b>Provable Results</b> Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.</p>
<b>PEOPLE</b>	<p><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.</p>
<b>PEOPLE</b>	<p><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.</p>
<b>PEOPLE</b>	<p><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.</p>

## OUR VALUES

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

<b>Together</b>	<p>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.</p>
<b>Courageous</b>	<p>We speak up constructively in line with our convictions. We pursue our goals with determination. We are passionate about our advocacy role.</p>
<b>Curious</b>	<p>We are inquisitive and ask why. We challenge the status quo. We actively explore the alternatives.</p>

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**Open**

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.

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**Accountable**

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.