



Nowra Anglican College is a respectful community, grounded in Christ's compassion, learning to live with wisdom.

Position Title	Defence School Mentor
Appointed by	Principal
Responsible to	Deputy Principal - Wellbeing and Growth
Key working relationships	Pastoral Care Coordinators, Teaching, Support and Administration staff, Business Manager, ADF and Department of Defence Personnel
Last reviewed	August 2022
Position Overview	<p>Nowra Anglican College, a P to 12 school, appoints Christian staff who are energetic, innovative and committed to the ethos of independent, Christian education in the Anglican tradition.</p> <p>The Defence School Transition Aide Program provides support to students of Australian Defence Force (ADF) members and their families, particularly during their transition into and out of a school on posting or during parental absences due to deployment, exercises or courses.</p> <p>Defence School Mentors are funded by the Department of Defence through the Defence Community Organisation and are employed as a member of the school staff by respective schools or education systems within each State or Territory. We are seeking to employ a part-time (0.8) Defence School Mentor working across the College K to 12.</p>
Preamble	Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.
Who are we, and what do we commit to?	<p>Our Vision To be a community of learners, living and serving in Christ's world.</p> <p>Our Mission To provide a high quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.</p> <p>Our Values Respect Compassion Wisdom All staff are to demonstrate a commitment to the school's vision, mission and values in all interactions with colleagues, students, parents and the wider community</p>

Involvement in the Life of the School	<ul style="list-style-type: none"> ● Attendance at Staff Devotions. ● Attendance at other staff meetings and committee meetings when required. ● All Senior/Junior School staff are involved in the Student Wellbeing and Pastoral Care program in the Senior/Junior School. ● All staff are required to run or participate in a co-curricular activity such as a music ensemble, lunchtime club or sporting team. ● Assist with playground duties as required. ● Perform other duties that are deemed appropriate by and in negotiation with the Principal as required from time to time.
Duties	<p>A Defence School Mentor provides assistance to ADF children and families. This is done by working alongside the Pastoral Care team. This may include:</p> <ul style="list-style-type: none"> ● Assisting young people from Australian Defence Force families integrate into the school community. ● Co-ordinating appropriate welcoming and farewelling strategies for young people of Australian Defence Force families. ● Supporting students to develop their self-confidence and resilience. ● Encouraging young people to explore options and make the most of opportunities. ● Assisting young people to manage the challenges of transitions. ● Referring students where necessary to appropriate student support services. ● Identifying the issues and needs of individual students, and helping to prepare learning plans, as appropriate. ● Developing and implementing programs and resources that address issues and needs. ● Monitoring students' day-to-day social and emotional well-being ● Supporting young people at school during times of parental absence from home for service requirements. ● Facilitating student participation in cultural, sporting, academic and personal development programs. ● Linking students to school and community programs. ● Raising awareness of Defence related issues facing students such as parental absence due to service requirements. ● Prepare the Defence newsletter ● Coordinate the biannual Defence Day
Duties - WHS	<p>Be aware of and respond appropriately to any Work, Health and Safety issues raised by materials, practice or accommodation related to the subject.</p>
Duties - Child Safe Standards	<p>Nowra Anglican College is committed to providing for the safety and wellbeing of all children and young people entrusted to our care. We want all children and young people who attend Nowra Anglican College to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are able to participate in decisions that affect their lives.</p>
Duties - Corporate	<p>Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community:</p> <ul style="list-style-type: none"> ● Encourage students to know and live the College values in all aspects of their lives.

	<ul style="list-style-type: none"> ● Encourage students to wear the College uniform correctly and with pride. ● Model and uphold a high standard of professional behaviour.
Selection criteria (Please address these in your cover letter)	<ul style="list-style-type: none"> ● Supportive of the Christian ethos and independent nature of Nowra Anglican College within the context of the vision, mission and values of the Anglican Schools Corporation. ● The DSM will hold qualifications and/or experience in Education. ● Qualifications/experience in pastoral care is desirable. ● Demonstrated experience in dealing with students from Defence Force families in a school environment. ● Demonstrated ability to relate well to young people. ● Excellent communication skills, both written and verbal. ● Strong interpersonal and public relations skills. ● Demonstrated initiative and flexibility. ● Demonstrated ability to: <ul style="list-style-type: none"> a. Retain highly confidential information with discretion b. Work under pressure c. Set priorities and meet deadlines d. Solve problems creatively ● Liaise creatively with a diverse teaching and support staff ● A Working With Children Check (WWCC)
Appraisal	<p>All members of staff will take part in the College's appraisal system which has as its core the aim to assist staff to develop their skills and abilities.</p>
Additional Details	<p>This is a part-time position comprising 28.4 hours per week (i.e. 4 days per week) in school term time. The days of work will be negotiated with the Principal and will be allocated to suit the needs of the students in the College. It is possible to negotiate these hours and spread them throughout the week. (Please note: the normal school hours of work are from 8:15 am to 3:30 pm, Monday to Friday and 8:15 am to 5:00 pm on Tuesdays.) The incumbent may be required to work after-hours (eg. Presentation Nights, School Camps) or occasionally on weekends (eg. Open Days, Defence Expo) and will be by mutual agreement with the Principal. Time in lieu will be allocated on these occasions.</p>