Position Description

Education Mentor [Non Supervisory]

Wesley Dalmar Education
January 2021

Agreement

Signed–Manager	Signed–Employee
Date	Date

Do all the good you can
because every life matters

Education Mentor
Wesley Dalmar Education

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed. Our vision is to:

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can".

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

2 Overview of Wesley Dalmar Education

The Wesley Dalmar Education team has the following key responsibilities:

- to support and encourage children and young people in Out of Home Care (OOHC) throughout their schooling to be active participants in their own learning and achieve academic success that reflects the child or young person's potential
- to deliver the best, most appropriate and effective educational supports for children and young people in care, in collaboration with Wesley Dalmar OOHC staff and Carers, by:
  - identifying strategies to support a child's educational outcomes
  - providing educational support during and after school hours
  - supporting schools to be able to cater for the individual needs of children
  - providing support to Schools, Foster Carers and Case Managers on educational issues
  - accessing possible entitlements and subsidies
  - providing resources which can be used across the OOHC program
  - advocating for children at school during times of crisis.

3 Overview of role

The role of an Education Mentor is to support children and young people in OOHC to achieve their educational potential. The role involves:

- promoting the welfare and interests of children and young people in OOHC and their families by:
  - working in consultation with the Education Consultant to provide quality individual education mentoring for children and young people
  - working one-to-one with children or young people on a weekly basis to improve their educational outcomes in literacy, numeracy and other areas of need
  - planning relevant and engaging mentoring sessions that provide skills that are transferrable to the classroom

- improving the education participation and achievement of the children and young people in Wesley Dalmar OOHC programs
- encouraging and supporting children and young people to become active and independent learners.

4 Relationships

Reports to: Education Consultant in a direct reporting line.

5 Major role responsibilities

5.1 Our clients

- under the guidance of the Education Consultant:
  - prepare and implement an appropriate learning program tailored to meet the unique education needs of the client being mentored
  - set goals that are measurable, attainable and reviewable
  - prepare and implement a range of activities designed to motivate and encourage the client
- plan education mentoring sessions that "are appropriate for the academic needs of the client as identified by the Education Consultant, Case Manager, School or other stakeholder"
- record and report the weekly mentoring sessions with the client, according to the Wesley Dalmar record of mentoring standards
- ensure that all documentation is maintained in a professional manner according to Wesley Mission Dalmar OOHC procedures
- be aware of the need for confidentiality in all aspects of Out of Home Care work and ensure that confidentiality is respected at all times
- maintain an understanding of the principles of Child Protection and work collaboratively with other government and non-government agencies to ensure the protection of all children and young people.
- be a strong ambassador for the Wesley Education team.

5.1.1 Performance Measures

- manage all aspects of mentoring requirements in consultation with the Education Consultant
- maintain up-to-date records of weekly mentoring sessions that:
  - specify the client's goals for mentoring
  - clearly and accurately outline the content interactions in sessions that occur with the client, appropriate to their educational needs
  - are kept and communicated in a professional and confidential manner
- submit all required documentation relating to mentoring sessions as required by the Education Consultant
- communicate any child protection concerns to the Education Consultant.

5.2 Our people (our team)

- maintain regular contact with the Education Consultant regarding the client being mentored
- perform other duties from time to time as may be determined by the Education Consultant
- work collaboratively with other team members and be willing to co-operate with both government and non-government agencies in the best interests of the client
- promote and ensure adherence to Wesley Mission brand
- ensure all Human Resource (HR) policies and procedures are understood and adhered to

- ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself
- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues, etc.
- identify and recommend opportunities to increase team satisfaction
- attend all scheduled meetings.

5.2.1 Performance Measures

- Adhere to schedules for communication as set by the Education Consultant by providing all required client information and documentation, and any other pertinent information or issues in a timely manner
- Communicate training and development, leave, Work, Health and Safety needs and issues to the Education Consultant in a timely manner.

5.3 Our operations

- perform duties according to the Wesley Mission Vision and Values statement and other relevant policy documents
- comply with Wesley Mission and Wesley Dalmar, Out of Home Care Policies and Procedures
- exercise any other authority, which may be delegated from time to time, with due care and professionalism, maintaining an awareness of agency expectations at all times
- communicate the Wesley Mission brand and key messaging strategy to stakeholders to build effective relationships, gain their support and ultimately create advocates.

5.3.1 Performance Measures

- Fulfil the responsibilities of an Education Mentor with professionalism in accordance with the Education Mentor Position Description and relevant Wesley Mission Vision and Values, and Wesley Dalmar Policies and Procedures.

5.4 Our financials

- Ensure all projects are delivered to budget and seek opportunities to minimise expense wherever possible.

5.4.1 Performance Measures

- Adhere to budgetary requirements as set by the Education Consultant and where applicable minimise expense in performing the duties of an Education Mentor.

6 Professional responsibilities

- as directed, other activities to support the delivery of the Wesley Dalmar Education Program as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- in relation to Wesley Mission attend worship services as encouraged by your supervisor
- take responsibility for personal career development and training

- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality.

7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- punctuality, reliability and trustworthiness
- ability to maintain confidentiality
- personal integrity
- respect and empathy for the values and experiences of others
- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relates well to a range of people with sound listening and problem-solving skills
- confident professional with strong initiative
- displays emotional maturity and resilience.

Essential skills/knowledge

- self-direction including initiative and the ability to prioritise activities
- ability to assess student needs, and prepare and implement appropriate learning activities, tailored to the individual learning needs of children and young people
- ability to employ a client-focused, strengths-based approach
- ability to use information technology
- excellent and professional written communication
- accurate and reliable records management
- teaching qualifications and experience.

Desirable skills/knowledge

- ability to review and evaluate personal performance
- understanding of the impact of trauma, attachment dysfunction and grief and loss on the education of children and young people
- knowledge of legislative requirements – Children and Young Persons (Care and Protection) Act 1998; Child Protection (Prohibited Employment) Act 1998; Ombudsman Act 1974 (Amendment); Commission for Children and Young People Act 1998; and other relevant legislation
- knowledge of the Charter of Rights
- understanding of organisational processes and procedures (including records management, occupational health and safety practices, management of conflict of interest)