

# SCHOOL OFFICER – Student Engagement Support

## ROLE STATEMENT

As at January, 2021

### Role Statement

The **School Officer –Student Engagement Support** is a member of the Student Engagement Team along with four House Leaders, the Year Seven Coordinator, two Counsellors and the Assistant Principal- Student Engagement. The role has three significant dimensions – supporting the operation of the *Ignatius Room* (Responsible Thinking/De-escalation Classroom), supporting the work of the *Student Engagement Team* of four House Leaders, Year Seven Coordinator and Assistant Principal- Student Engagement and *mentoring* of at-risk learners.

1. Management of the Ignatius Room: The Ignatius Room, located within the College Chapel, is a key element of both the Student Engagement Process. It has been set up as a place where students who require assistance in relation to their behaviour choices or work expectations, are able to work in a supported setting with the assistance of a member of the College Leadership Team to plan ways to re-engage in learning
2. Administrative support of Pastoral Leaders: There are four House Leaders and a Year Seven Coordinator who are assigned to work with staff, students and parents. The School Officer- Student Engagement Support provides administrative support for the work of the Student Engagement Team as outlined in “typical duties” below. This work includes administrative support in the planning of events that support student engagement, for example camps, retreats, leadership formation, formals and ceremonies.
3. Mentoring of At-Risk Learners: St Joseph’s College has a number of identified students engaged in a mentoring program. Trained mentors work to build relationships with at-risk learners and their families and help the student to connect to existing support structures at the school (e.g. counsellors, academic support, extra-curricular activities etc).

The role of **School Officer –Student Engagement Support** has been designed to support Student Engagement and re-engagement process which have optimal learning as its ultimate aim. The role operates within the context of the vision of Blessed Edmund Rice and our core Values of Respect, Endeavour, Compassion and Dignity at St Joseph’s College. The role is one of partnership among and between teachers, leaders, parents and students. While the role involves working with adults who have responsibilities in the engagement of students, there is significant interaction with, and mentoring of, at-risk students. This work is supported by the Student Engagement Team.

### Classification and Industrial Agreement

This role of **School Officer –Student Engagement Support** is a continuing term time appointment ie, 39 weeks per year for 32 hours per week worked over 5 days. The role includes flexible hours to ensure attendance at Student Engagement Team meetings.

Conditions of employment are as per the School Officers' Award, Non – Government Schools including Superannuation [12.75 % if employee contributes 5% or more to fund], Pro rata Sick Leave [10 days for full time or 38 hours/week].

- ✓ This position is classified as Level 4 and depending on prior experience attracts an hourly rate of pay ranging from \$ 27.11 to \$27.96

### **Qualifications**

Qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

### **Required Skills and Abilities**

There is a range of Key Result Areas / Typical Duties as outlined below. The role requires a multi-skilled person with the following capabilities:

- ✓ Commitment to the vision and mission of Catholic Education
- ✓ Well developed interpersonal skills;
- ✓ Effective communication skills;
- ✓ Excellent organisational skills;
- ✓ Capacity to work with confidential material, process and information;
- ✓ The ability to organize time and prioritise tasks;
- ✓ Prepared to work in a shared workspace with other adults and students;
- ✓ Demonstrated capacity to show initiative;
- ✓ Capacity to work under pressure to meet deadlines; enthusiasm for working in a school environment.
- ✓ Willingness and capacity to comfortably work with and engage with a range of students;
- ✓ Calm and relaxed manner with students who may sometimes exhibit anxiety and unwillingness to engage in a restorative process.
- ✓ Willingness to engage in professional learning
- ✓ Willingness to build relationships with and mentor students who may be at risk of disengaging from their learning.
- ✓ Competency in working with a range of IT programs [familiarity with Sentral and Microsoft 365 would be an advantage];
- ✓ Knowledge of Restorative Practices would be an advantage

### **Typical Duties and Operational Tasks**

- ✓ Manage the daily operation of the Ignatius Room
- ✓ Manage the intake process for students referred to the Ignatius Room;
- ✓ Keep records of student referrals to the Ignatius Room;
- ✓ Receive calls for students referred to the Ignatius Room and prepare appropriate documents for completion;
- ✓ Update database of referrals;
- ✓ Filing [manual and electronic] as required;
- ✓ Prepare letters to parents;
- ✓ Photocopying / preparation of documents;

- ✓ Send out reminders to staff re Process reviews;
- ✓ Providing updates and reports to College Leadership Team members, particularly the Student Engagement Team;
- ✓ Liaise with staff who have particular roles within the Student Engagement Team including House Leaders, Guidance Counsellors and Leadership Team members;
- ✓ Providing administrative assistance for events that support student engagement including camps, retreats, student formation experiences, formals and ceremonies.
- ✓ Seeking quotations for buses, venues, catering and a range of activities associated with major student events.
- ✓ Assisting with the preparation of risk assessments and communications to parents for events that support student engagement.
- ✓ Record keeping for participation in College events;
- ✓ Managing RSVP's liaising with Finance staff with regards to payment for user pay events.
- ✓ Liaising with Finance staff for payments for particular events and assisting account owners with budgeting for events;
- ✓ Coordination of the Senior Jersey design, procurement and distribution;

### **Reporting and other Relationships**

The role holder is responsible to, and reports on, all aspects of the role to the Assistant Principal Student Engagement. Relationships of significance exist with the Principal, Deputy Principal, Senior Leadership Team and Student Engagement Team. In the spirit of the Gospel Vision and our College Values, the role holder is required to:

- ✓ build and sustain good relationships with members of staff, students, parents and external providers;
- ✓ be flexible when changes to the daily routine affect the school's functioning;
- ✓ work collaboratively with staff members;
- ✓ commit to the resolution of conflict through processes of on-going dialogue focus on the issues which require resolution;
- ✓ commit to upholding the dignity of students, parents and colleagues by observing the strictest of confidentiality in relation to information.

### **Authority**

The School Officer –Student Engagement Support is delegated full authority by the Principal to carry out the role in line with the Mission of St Joseph's College, this Role Description / Key Result Areas / Typical Duties, under the supervision of the Assistant Principal Student Engagement.