



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

# Position Description

**ROLE TITLE:****Defence School Mentor**

Part -time term-time

**DEPARTMENT:**

Junior School

**REPORTS TO:**

Ian Gamack (Principal)

Luke Bails (Head of Junior School)

**INDUSTRIAL AGREEMENT:**

Queensland Anglican Schools Enterprise Agreement

**CLASSIFICATION:**

School Officer - Teaching &amp; Learning

**LEVEL:**

Level 2

**CLOSING DATE:**

24 January 2022

**COMMENCEMENT DATE:**

31 January 2022 (negotiable)

We are seeking to appoint a Mentor who is passionate about the wellbeing of children and young adults working in conjunction with the Defence School Mentor Program (DSMP). The program is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within the school. The position will be required to work from 8.00am to 3.30pm Monday to Friday during term time.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

**ORGANISATIONAL ENVIRONMENT:**

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

## **MISSION:**

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

## **AIMS:**

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

## **ORGANISATIONAL EXPECTATIONS:**

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 2011*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

**Note** that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to child behaviour, an Defence School Mentor's role is to use developmentally age appropriate strategies to encourage children to make appropriate behaviour choices. Serious misdemeanours are to be reported to the Head of Junior School or relevant Class Teacher so that appropriate action may be taken. It is within the staff's Duty of Care to step in when a situation is unsafe or a child is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

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Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

## **PRIMARY ROLE PURPOSE**

The **Defence School Mentor** (DSM) position is a part-time term-time position specified in the Letter of Offer. The School is seeking to appoint a Defence School Mentor who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence.

The position will require you to fulfil 5 main functions. These being:

- Support the integration of new Defence students into the school environment.
- Support Defence students experiencing any social, emotional or academic challenges.
- Support Defence students experiencing the impacts of Defence-related parental absence and relocation.
- Direct students to school, Defence or external programs, services or opportunities that meet their support needs.
- Increase the awareness and appreciation of the unique Defence lifestyle and associated challenges for students in schools and local communities.

The Defence School Mentor role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The Defence School Mentor's role is embedded in The Cathedral School's wellbeing/pastoral care support team.

The School is committed to achieving the best educational outcomes for every student in our school. Our vision is to provide excellence in education through promoting the best interests of students, commitment to quality and personal accountability and to ensure the continued promotion of the philosophy of the School which is founded on the Mission Statement.

## **RELATIONSHIPS AND AUTHORITY**

The position is responsible to the Head of Junior School for the day to day performance of duties. Employees at this level are responsible and accountable for their own work. The Defence School Mentor is expected to work in consultation with all staff in the School.

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This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under routine supervision, using established procedures, practices and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Junior School.

The position may require supervision of students. Experienced employees at this level may exercise initiative and judgement when assisting or supporting students.

## **SKILL AND KNOWLEDGE**

### **Essential Criteria**

The Defence School Mentor will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

#### **Qualifications**

- Current Working with Children Card (Blue card).
- Current First Aid and CPR certificates are required and must be kept up to date.

#### **Competencies, Knowledge & Skills**

- Knowledge about wellbeing principles for young children and young adults.
- High level of oral and written communication skills, and the ability to communicate effectively with Defence students, families, DSM supervisors, principals, and school staff.
- Ability to effectively plan, organise, and deliver innovative and creative programs, resources and activities relating to Defence students, families and the school community.
- Strong initiative and the ability to organise their own work, set priorities, meet deadlines, and be able to work independently and within team environments.
- Ability to quickly acquire an understanding of the school context and student population.
- Basic understanding of occupational health and safety and anti-discriminatory practices.

## **KEY ACCOUNTABILITIES:**

The key accountabilities of the Defence School Mentor includes:

### **Defence Mentor**

- Support the transition of Defence families and students into and out of the school during posting (e.g. developing welcoming activities, integration activities to provide support during transition into a new school, absence support activities to provide support during periods of parental absence, and farewelling activities to prepare Defence families and students for relocating to a new school).
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- Provide Defence students with age-appropriate, social and emotional support that enhances existing school supports.
- Provide Defence families with information about the school environment and available Defence Member and Family Support (DMFS) programs relevant to their student's development.
- Raise awareness and building capacity among school staff to respond to the social and emotional needs of students from Defence families (e.g., sharing information with school staff about the Defence lifestyle, impacts on Defence students, and supports available through the DSMP and DMFS).
- Possess a strong understanding of the Defence lifestyle and developing strong relationships with Defence students at the school.

### **Other**

- Attend to administrative tasks and duties as required.
- Be clear about action to be taken in the case of emergencies.
- Staff meetings and professional development sessions are attended when instructed to attend.
- Perform any other duties requested by the Head of Junior School.

### **Workplace Health & Safety**

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

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## **Applying for the Position**

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their experience providing 3 work references to which the school can contact. Applications close 24 January 2022.

Please send applications to:  
Human Resources  
The Cathedral School  
Email: [hr@cathedral.qld.edu.au](mailto:hr@cathedral.qld.edu.au)

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