



Position Description

Position	Defence School Mentor
Reports to	Deputy Principal
Type	Part time; one year contract
Classification	School Assistant Level 3; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Updated	October 2020

The Position

The Defence School Mentor (DSM) will report to the Deputy Principal or nominee for day to day activities. The local Education Liaison Officer (EDLO) or Area Manager (in the absence of an EDLO) will be the point of contact with the Defence Community Organisation and will be available for broader education advice and guidance.

Within the school community, the DSM will provide assistance to Defence students and their families, and raise awareness of the unique needs of these families due to the military lifestyle. The role of the DSM is not one of a teacher or counsellor, but as a conduit between these professional services to facilitate information sharing and appropriate referral to support services as required.

The Role

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

- Transition Defence students and families to and from the school by actively supporting and assisting with welcoming, integrating and farewelling of the students and families;
- Create a greater and ongoing awareness within the school community of the needs of young people from ADF families;
- Actively network in order to source, facilitate and support Defence students and families;
- Provide support to faculty, staff, parents and children for issues amenable to short-term problem resolutions, such as school adjustment issues, deployment and reunion adjustments, and parent/child communications;
- Provide advocacy and negotiation support for these young people as required;
- Provide them with information and appropriate referral to support services;
- Develop resources, programs and activities to support young people from ADF families that specifically address the resilience of Defence students; and
- Proactively contribute to the school team adhering to school policies and priorities.

Essential Skills/ Experience

- Excellent communication, organisational and interpersonal skills;
- Energetic, forward thinking and a willingness to take initiative;
- Ability to work effectively in a team and forge strong relationships with other Defence School Mentors;
- Ability to act as an advocate for the Defence families within the school; and
- Experience in or with the Defence Force would be beneficial.