

## Student and Family Engagement Officer

### Position Overview

Under the guidance of the Deputy Principal (Pastoral Care), the Student and Family Engagement Officer will be responsible for the delivery, and monitoring of programs to increase the engagement between students, families and the school. This role has a specific focus on supporting students from culturally and linguistically diverse backgrounds (CALD), particularly but not limited to, African and Pasifika students and families. This involves the development and facilitation of engagement strategies and programs, liaison with staff, parents and external service providers and providing individual support to students and their families with the aim of maximizing educational outcomes and promoting / maintaining good attendance.

### Statement of Duties

#### Specific Duties

1. Support identified students to engage in education and strengthen their attendance and punctuality.
2. Develop, implement and evaluate strength-based intervention strategies and programs. Facilitate groups and school activities to support identified students to access the school curriculum and engage in schooling.
3. Liaise with the families of identified students to support them in assisting their child with attendance, punctuality, healthy eating and in accessing well planned, purposeful and healthy recreational opportunities.
4. Support identified young people in exploring and planning future educational and pathways through work experience, workplace visits and networking.
5. Assist students with finding part time work. This will include support in sourcing positions, the application process and in understanding the responsibilities associated with work.
6. Through both explicit instruction and coaching, support 'at risk' young people in developing their social-emotional skills like self-regulation, and in building positive relationships within the school community.
7. Conduct home visits with a member of the Wellbeing Team to support student and family engagement at the College.
8. Strengthen the connections between the school and different cultural groups within the College community.
9. Identify and plan community engagement opportunities.
10. Liaise effectively with external service providers like the Proactive Policing unit and Brimbank Council Youth Services, and assist teachers, students and their families to access these services.
11. Support the Student Learning Teams to monitor the social, emotional and learning progress of students, and provide reports to these teams and the College Leadership Team, as appropriate.
12. Work alongside the Pastoral Team to help develop targeted programs and interventions that support students and families, and strengthen connections with the College through fostering school and family

	partnerships.
<b>Accountability</b>	1. The Student and Family Engagement Officer is directly responsible to the Principal and the Deputy Principal (Pastoral Care).
<b>Child Safety</b>	<ol style="list-style-type: none"> <li>1. Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>2. Assist in the provision of a child-safe environment for students.</li> <li>3. Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ol>
<b>Professional Development</b>	<ol style="list-style-type: none"> <li>1. Commit to ongoing learning in your area of work.</li> <li>2. Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>3. Be an active member of relevant professional and community associations.</li> </ol>
<b>General Duties</b>	<ol style="list-style-type: none"> <li>1. Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>2. Attend school events, during and after school hours as relevant and/or requested by the Principal.</li> <li>3. Engage in a professional manner with students, families, staff and community partners.</li> <li>4. Other duties as requested by the Principal.</li> </ol>

<b>SELECTION CRITERIA</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li> </ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• A demonstrated ability to engender teamwork and to contribute to a broad range of student wellbeing and school activities.</li> <li>• Demonstrated high level interpersonal and communication skills as evidenced by constructive relationships with students, families and staff.</li> <li>• A highly developed ability to design, implement and evaluate strength-based student engagement programs.</li> <li>• Demonstrated high level organisational and time management skills.</li> <li>• Appropriate tertiary qualifications and / or experience in Welfare,</li> </ul>

Community Services, Youth Work or other related fields.

- A strong understanding of, and a proven ability to connect with and engage, CALD families, particularly African and Pasifika families.

**Salary:** Education Support Officer Level 2-2 Category B  
\$56,012 - \$63,981 (Depending on qualifications and experience)

**Tenure:** Fixed Term Contract concluding on the 26 January 2021.

**Start:** Monday 17 February 2020

**Hours:** Full time position: 38 hour week 8.30 – 4.30pm

*Catholic Regional College St Albans is a child safe environment. It actively promotes the safety, wellbeing and inclusion of all young people, and all staff are committed to protecting young people from abuse or harm in the school environment. The school's Child Safety policy and Code of Conduct are available on the College website.*