POSITION DESCRIPTION

HeadStart Mentor

5 Days per week, 38 Hours per Week

Duration: 31st December 2022

**Ballarat Specialist School** (Farm Campus)

**School No. 4762**

25 Gillies Street North, LAKE GARDENS VIC. 3355

Telephone: 5334 1302 Facsimile: 5334 2236

Principal: Karen Biggelaar



**HeadStart Apprenticeships and Traineeships** is a fantastic program providing a strong pathways for High school students wishing to finish year 12 whilst working towards their Apprenticeship/Traineeship. The three core components of a HeadStart Apprenticeship/Traineeship include: flexible delivery of VCAL or VCE with a strong focus on literacy and numeracy; quality training delivered concurrently with time on the job to support achievement of competencies; and maximised time in employment to support genuine progression through the apprenticeship or traineeship.

HeadStart has been rolled out in over 100 schools in 10 sites across Victoria with targets to achieve an additional 1,700 new apprenticeships and traineeships from 2019-2022 (this target has already been achieved).

The secondary schools in Central Highlands have a long history of commitment to vocational education. The Government secondary schools in Central Highlands participating in the HeadStart program are: Woodmans Hill, Mount Rowan, Phoenix P-12, Ballarat High, Ballarat Specialist school, Mount Clear, Daylesford College, Bacchus Marsh College and Ararat College.

The HeadStart Mentor is expected to be highly mobile and flexible, have the ability to build relationships with Students, employers, training providers and other agencies. Visit students at their workplaces, and collaborating with their colleagues. This is a great opportunity to be part of a motivated and highly skilled team, in establishing more new pathways for Central Highlands high school students.

The successful candidate will be part of a team of two Coordinators and one Administrator led by the Cluster Director.

**Location Profile**

The successful applicant will be hosted at the farm campus (Norman St) of the Ballarat Specialist School but will be working across other schools and workplaces in the Central Highlands region.

**ROLE DESCRIPTION:**

The HeadStart mentor is responsible for developing and supporting HeadStart students as part of the HeadStart Cluster team.

The Mentor will visit students at the workplace and conduct reviews to see how they are progressing with work, TAFE and School, in conjunction with the HeadStart Coordinator

The Mentor will be required to build relationships with multiple stakeholders including TAFE/RTO’s, the LLEN, apprenticeship support networks, pathways and career practitioners and other student-centred teams within participating schools.

The Mentor will report to the HeadStart Cluster Director and will be required to contribute to the development of the Head Start team, program and to provide regular reports on activity, outcomes and ensure the cluster data base is up to date with accurate information for both students and employers.

The Mentor will be required to be in attendance for 114 hours (3 weeks) during school term breaks. At least one member of the team is required to work across each of the school holiday periods to support relationships with employers and to support students in their work places.

**RESPONSIBILITIES:**

1. Work closely with HeadStart Team

2. Conduct Student and Employer reviews, get training plans signed and providing regular updates back to the relevant team member

3.Conduct OHS checks at business employing HeadStart Students (desirable but not essential)

4. Assist in the Planning and design of events, taster courses aligned to the need of the Cluster and in consultation with the Cluster Director and Admin

6. Hold group sessions for students to use VR Headsets to experience different industries.

7. Attend year level assemblies, classroom chats to promote HeadStart to all students.

Positions at this range possess broader responsibilities. Roles will possess greater autonomy in the completion of tasks and have responsibility for a range of functions including the provision of appropriate support levels for other staff within the school and the HeadStart team.

**Selection Criteria**

1. Demonstrated behaviours and attitudes consistent with the DET Values.
2. Ability to work both independently and in a team, adhering to program guidelines and timeframes.
3. Previous experience of working with and supporting young people.
4. High-level verbal and written communication skills, which includes preparation of reports and group presentations
5. Experience of organising events.
6. OHS experience – desirable but not essential

**Who May Apply**

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

**EEO AND OHS Commitment**

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

**Child Safe Standards**

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department’s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

**DET Values**

The Department’s employees commit to upholding DET’s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET’s Values complement each school’s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

**CONDITIONS OF EMPLOYMENT:**

The Mentor will be required to: -

* Have a driver’s licence
* Have or be able to obtain a Working with Children’s check
* Be highly mobile – working across a range of schools and potentially changing their primary location over time and have a fully insured vehicle

Staff will be required to work from multiple locations across Central Highlands. Staff may be reimbursed for travel in private vehicles in accordance with Departmental policy.

**Preparing your application:**

Applicants must hold a current type ‘E’ Working with Children Check Card. In your application you must include both the name on your Working with Children Card and the actual card number.

Your application should persuade us that you are the best person for this position. It does not need to be long but should help us to decide if you would fit easily into our school philosophy and learning and teaching team. If you are submitting hardcopies of your application, please provide the school with four copies of your application.

Applicants must respond to the Key Selection Criteria for this position in their application. If you do not address the selection criteria you may not be offered an interview.

You are also requested to upload your resume and name two confidential referees that we can contact for further information.

**Our selection process:**

After the closing date, our Selection Panel will meet and consider the applications submitted by applicants. The Panel will short list applicants for interview, interviews will be conducted and referees contacted prior to a decision being made. If offered an interview you will be expected to present your current type “E” Working with Children’s Check card.

The successful applicant will complete a Validation of Personal Information declaration and a Pre-Employment Health declaration.

**OTHER INFORMATION:**

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

Enquiries regarding the position can be directed to Mr Bart Turnbull-Gent on 0436 665 162.