



**SOUTH COAST**  
BAPTIST COLLEGE

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**POSITION DESCRIPTION**

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**Defence School Mentor (DSM)**

**College Administration**

# South Coast Baptist College

## Position Description – Defence School Mentor

### 1. POSITION IDENTIFICATION

<b>POSITION TITLE:</b>	<b>Defence School Mentor</b>
<b>Responsible to:</b>	The Principal
<b>Reports to:</b>	Head of Primary/Head of Secondary
<b>Line Manager:</b>	Deputy Head of Wellbeing (Primary and Secondary)
<b>Internal Working Relationships</b>	Students Deputy Heads - Wellbeing
<b>External Working Relationships</b>	Parents of students enrolled at SCBC Defence Community Organisation Education Liaison Officer
<b>Start Date</b>	2019
<b>Classification</b>	Administrative
	Level 1 - 2
<b>Employment Basis</b>	Fixed Term Contract for 2019 School Terms
<b>Stand Down period</b>	8 weeks stand down

### 2. REQUIREMENTS

1. To have a personal faith and commitment to the Lord Jesus Christ.
2. To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
3. To accept the College's Statement of Faith.
4. Build co-operative and supportive relationships with the board, principal, staff, students and parents.
5. Work to ensure personal best practice.
6. Ensure that decision making is based on fact and is impartial and fair.
7. Models the use of appropriate and proper channels of communication.
8. Always act in the best interest of the College and its ethos.

### 3. POSITION OUTLINE

The aim of the DSM is to welcome, integrate, support, and farewell students who are dependents of a full time serving member of the Australian Defence Force (ADF).

The DSM liaises with the Deputy Heads - Wellbeing and the Head of Primary and Secondary in order to meet practical, social, emotional and spiritual needs of Defence students at the College through engagement and a heart of compassion.

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## 4. SELECTION CRITERIA

1. Demonstrated understanding of the ADF organisation and the additional challenges that face ADF families
2. Well-developed oral, written and interpersonal communication skills that demonstrate an ability to establish and maintain effective work relationships through negotiation and conflict resolution
3. Demonstrated organisational skills with the ability to prioritise tasks, meet deadlines, work autonomously and collaborate within a team environment
4. Demonstrated skills and experience in working with individual or small groups of children and adolescents who are experiencing difficulties

## 5. DUTIES

DUTIES WOULD INCLUDE, BUT ARE NOT EXCLUSIVE TO:

1. Facilitating a supportive educational environment for Defence families
2. Establishing and maintaining programs and resources that support students' wellbeing
3. Incorporating and including Defence families into the College community; establishing and maintaining professional links between the student, the family, the College and other appropriate agencies
4. Communicating and working with other staff members in order to meet the specific needs of Defence students. This may include actively assisting teaching staff to plan and implement activities and/or co-facilitating group work
5. Organising, supporting and/or assisting with special memorial occasions such as ANZAC and Remembrance Days
6. Keeping up-to-date records of Defence students and DSM activities, reporting to the Department of Defence on program delivery throughout the year
7. Supporting an interdisciplinary approach to wellbeing, consulting and liaising with other staff about student safety, wellbeing and/or learning while maintaining appropriate confidentiality.
8. Assisting the School Administration team in crisis management by providing relevant and appropriate strategies and support, as required

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### INFORMATION

1. The DSM is to abide by DSM Program guidelines in conjunction with College requirements.
2. The Defence Community Organisation Education Liason Officer is a key contact and should be consulted regularly for ideas, resources, guidance and information related to the DSM role.
3. Defence School Mentors are not to identify as an employee of Defence, nor advocate for change in Defence policies.

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Signature

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Date