

Role Description

Defence School Mentor

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	20154	Content Manager No.	20/143452
Work Unit	Nominated School Nominated Region Early Childhood and State Schools Division		
Location	Various locations throughout the State		
Classification	AO3 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Defence School Mentor you will:

- Provide information and support on a range of activities for dependants of Defence members and families to ease the impact of mobility and service related parental absence.
- Assist in building the capability of the school to support Defence students and their families while adhering to school policies and priorities.

The Defence School Mentor reports to the Principal, or nominated delegate.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Support and assist young people from Defence families to integrate into the school community to facilitate a supportive educational environment for them.
- Create a greater and ongoing awareness within the school community of the needs of young people from Defence families.
- Assist Defence parents and students to become familiar with the school and its facilities and raise awareness of their unique needs within the school community.
- Work with individuals, groups, families and stakeholders to develop and implement programs to enable Defence students to feel welcome and included within the school community.
- Monitor young people from Defence families' social and emotional wellbeing and provide advocacy support for them as required.



- Provide information to young people from Defence families and refer them to appropriate support services when necessary.
- Identify the issues and needs of students from Defence families and develop resources and programs to support them.
- Attend network meetings conducted by the local Education Liaison Officer and provide data for end of term and end of year reports.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.