

19 September 2024

Dear Applicant,

Education Support for Child in Care (ESCC) Leading Teacher

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the *Position Description* and *Reference Check* documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding your application, the position or the organisation, please do not hesitate to contact the People & Culture team on 02 6043 7400 or recruitment.gippsland@junction.org.au

Yours sincerely,

Amarly C McMahon

Amarly McMahon
Team Manager - People & Culture
Junction Support Services

Wodonga

155 Melbourne Road
PO Box 1490
Wodonga, Victoria, 3690

Wangaratta

9 Ely Street
PO Box 377
Wangaratta, Victoria, 3677

Shepparton

144 Welsford Street
Shepparton, Victoria, 3630

(02) 6043 7400

reception@junction.org.au

Position Description

Document Control	
Program:	Education Support for Children in Care (ESCC)
Position Title:	Leading Teacher
Version No#:	01
Probationary Period:	6 months from commencement date
Location:	Junction Support Services Morwell
Award:	Social, Community, Home Care and Disability Services Award 2010 (Victoria) or Miscellaneous Award
Classification:	Social and Community Services Employee Level 7, Paypoint dependent on qualifications and experience
Hours of Work:	Monday to Friday worked between 9:00am – 5:00pm at 45 hours per fortnight.
Tenure:	Fixed Term – 28 February 2026
Reports To:	Education Support for Child in Care Service Manager
Prepared By:	Team Manager - People & Culture
Date Updated/Approved:	12 September 2024

Junction Support Services (Junction) empowers people to achieve a brighter future by giving them access to essential services such as housing, education, health, trauma recovery and disability support.

Junction is a Child Safe organisation guided by a strategic focus on early intervention and prevention projects designed to deliver better outcomes for communities by identifying and addressing issues before they escalate.

As an award-winning regional not-for-profit community service organisation, Junction strives to achieve our vision of building strong, thriving communities together while staying true to our purpose of empowering people to achieve a brighter future.

From our humble beginnings in 1989, Junction has grown from offering a single homelessness support program to now providing support to 2500 people each year across 12 Local Government Areas (LGAs) spanning Ovens Murray, Goulburn, Gippsland, and regional NSW.

Junction provides holistic and integrated service responses across the lifespan through advocacy, assertive outreach, case management and therapeutic counselling services.

Our core values underpin everything we do:

- **Respect**

Respect is the fundamental value that shapes our culture. Respect forms the foundation of all interactions with employees, clients, stakeholders and partners.

- **Collaboration**

We work collaboratively and foster a culture that welcomes ideas to ensure our communities achieve brighter futures.

- **Innovation**

We embrace innovation, explore possibilities and strive to create the best opportunities for our communities.

- **Integrity**

We foster an environment of trust and authenticity where transparency and accountability are paramount.

- **Inclusion and Diversity**

We respect and celebrate diversity. We value equity and ensure our actions consistently uphold strong ethical standards.

All Junction's support services are trauma-informed, client-centered, and goal-directed. We put our clients at the heart of everything we do.

The **Education Support for Children in Care (ESCC) Leading Teacher** will champion the ESCC Model and will collaborate with and support the teachers in their planning, daily interactions and service delivery implementation. The ESCC Leading Teacher will provide direct supervision and mentoring for teachers and ensure they are proficient in their roles and undertake staff development, whilst maintaining program effectiveness and positive educational outcomes for children & young people.

ESCC will be delivered across the Inner Gippsland Area (IGA). IGA is situated within Gippsland (DFFH South Division) on the traditional lands of the Gunaikurnia people. The area is made up of four Local Government Areas (LGA): Bass Coast, Baw Baw, Latrobe and South Gippsland. Inner Gippsland is the area located east of Melbourne stretching from Phillip Island in the west to Traralgon in the east; from Wilson Promontory in the south to the Baw Baw mountains in the north. It includes the regional centres of Traralgon, Wonthaggi and Warragul, and the smaller towns of Moe, Drouin, Morwell, Churchill, Leongatha and Korumburra.

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Shepparton

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Morwell

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Service Description:

The ESCC program is delivered by qualified teachers who provide individualised 1:1 tutoring to address the barriers that prevent children and young people (5 – 18 years) in kinship care, foster care, residential care and lead tenant from attending school regularly or accessing in-school supports. Tutoring will focus on numeracy and literacy skills, which are critical for school re-engagement as they provide the essential tools and abilities students need to succeed academically, communicate effectively and participate actively in their educational journey. They will also facilitate the development of a Re-Engagement Plan for each child or young person that will sit alongside their IEP and Cultural Support Plan.

The program adopts a holistic perspective, considering the range of factors impacting the child or young person's education to ensure comprehensive support. The ESCC team will be required to have strong working relationships with the child or young person, carers, care team, Student Support Group (SSG), case managers, schools, LOOKOUT Education Support Centres, relevant agencies and other stakeholders who support the child or young person.

Position Objectives:

1. Lead and manage the implementation and ongoing functionality of the ESCC Model supporting children and young people in Care Services, inclusive of curriculum planning, assessments and educational re-engagement plans.
2. Support the team to meet all areas of compliance with standards, ensuring ongoing risk assessment and mitigation.
3. Work collaboratively in partnership with internal and external stake holders to build capacity, provide secondary consultation and critical reflection within a theoretical framework while promoting children and young people's voice and rights.
4. Respond appropriately to the changing needs and dynamics within the education and Care Services environment to flexibly and adeptly meet educational needs of children and young people at all times.

Organisational context/Relationship:

The position of ESCC Leading Teacher reports directly to the ESCC Service Manager.

Internal Liaison:

- CEO
- Chief Operating Officer
- Regional Manager – Client Services
- ESCC Service Manager
- ESCC Teachers
- Care Services Manager - Gippsland
- Other Managers, Staff and Volunteers
- Service Users

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External Liaison:

- Local Government, State & Federal Government Departments
- Community Service Organisations
- LOOKOUT Education Support Centres
- Local Schools and Flexible Education options
- Education and Training Providers
- Community Groups & Networks
- Peak organisations
- Statutory Authorities
- NDIS Providers
- General Public

KEY RESPONSIBILITIES:

Key Responsibilities:

The Organisation

- Implement Junctions' aims and objectives through competent work practices.
- Comply with Junctions' policies and procedures, funding guidelines and legislative requirements.
- Adhere to established protocols that exist between Junction Support Services and other service providers.
- Follow Occupational Health and Safety standards, guidelines and practices. Participate in the identification of potential and actual hazards and managing risks.
- Take responsibility for input into the day-to-day operations of the organisation, as well as policy development.
- Practice within the relevant Code of Ethics – internal and external to the organisation.
- Maintain the organisation's ideological framework of a strength-based work practice.
- Contribute to team building principles.
- Individually contribute to ensure effective communication occurs within the organisation.

Service Delivery:

- Ensure the provision of a child safe environment in line with child safe standards.
- Lead and manage the implementation and ongoing functionality of the ESCC Model supporting children and young people in Care Services in accordance with evidence informed practice, applied standards and standard operating procedures.
- Facilitate the training and embedment of the evidence informed models that underpin the ESCC model.
- Lead and manage the development of the ESCC's assessments, curriculum planning, educational re-engagement plans and additional operational documentation.
- Lead and manage the provision of professional learning and developing individual and team performance and development plans for teaching staff within the priorities of the program.
- Lead and manage staff performance and development for the ESCC team.
- Provision of teaching demonstration lessons.

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- Support the team of teachers with student engagement strategies and provide behaviour management assistance when required, ensuring support is provided within a trauma informed framework.
- Provide direct education support to children and young people accessing ESCC when required.
- Ensure services are accessible, equitable and responsive to the student's needs, and that the students are aware of their rights and responsibilities.
- Ensure that the team are meeting program targets whilst sustaining a high-quality service, reporting and addressing under delivery where required.
- Promptly identify and address issues where the delivery of service does not meet standards expected by the funding body or Junction.
- Ensure the development and delivery of appropriate responses, to meet the changing needs of students.
- Ensure the Education Model is managed with fidelity and in an effective and efficient way, in accordance with Junction policies and procedures.
- Drive the embedment, development, promotion and evaluation of the ESCC program and team.
- Ensure the process of risk management (identification, assessment and control) is incorporated into all aspects of service delivery.

Relationships

- All communication is undertaken in a manner that is open and transparent, respecting people's right to privacy, dignity and confidentiality.
- Represent Junction effectively in the community.
- Collaborate and maintain relationships with other Junction staff.
- Develop new and maintain existing networks with relevant external agencies.
- Take opportunities to raise community awareness of Junction.
- Foster community collaboration and support on Junction projects and activities.

Administration

- Undertake and maintain administrative requirements of the program including confidential client records, data collection processes, and action research information.
- Document activities and programs developed, and evaluations undertaken.
- Participate in program meetings and training, organisation workshops and meetings, and other meetings as appropriate.
- Meet all program documentation standards and requirements and contribute to the development of the organisation's policies and practice guidelines.
- Develop relevant program documentation in consultation with the Senior Management.
- Ensure that statistical data is collected and forwarded onto appropriate funding bodies within specified timeframes, and that it is regularly reviewed and analysed.

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- Monitor timesheets, time in lieu and annual leave in accordance with agency practices and policies.

Staffing

- In conjunction with People and Culture, recruit, develop and retain staff with the attitudes, knowledge, skills, abilities and qualification to achieve quality service delivery and support to clients.
- Provide support, supervision and performance development to staff whilst monitoring outcomes and workloads.
- Ensure that staff leave is planned in such a way to ensure adequate coverage is maintained to continue high quality service delivery.
- Develop and implement performance management plans to improve staff performance if, and when, required.
- Operate with a strengths-based, client-focused practice when supervising and supporting staff.
- In accordance with Junctions' policies and OHS requirements, provide a safe work environment for clients and staff.

Other Duties

- Participate in supervision and ones own performance development framework with the ESCC Service Manager.
- Operate within the delegated levels of authority.
- Other duties as required.

Selection Criteria:

1. A relevant tertiary qualification; Bachelor of Education (must have full Victorian Teaching Registration)
2. Demonstrated understanding of the developmental needs of children and young people, as well as knowledge of the educational barriers experienced by children and young people residing in Care Services (Kinship Care, Foster Care, Residential Care, Lead Tenant).
3. Demonstrated ability to implement evidence informed education models.
4. Proven ability to provide leadership, management and supervision from sound theoretical knowledge.

Employment Benefits:

- 5 weeks annual leave pro rata
- 17.5% leave loading on 4 of the 5 weeks annual leave pro rata
- Generous salary sacrificing available with a wide range of options
- Annual wage increases (in accordance with Fair Work adjustment or CPI)

- 50 hours or \$500 pro rata (whichever occurs first) to contribute to relevant non mandatory and professional development training costs
- The support of regular internal supervision
- Access to Professional/Clinical Debriefing for critical incidents experienced in relation to work
- The potential to take leave without pay and an unpaid career break
- Ability to take all personal leave days as careers leave
- 4 weeks paid maternity leave or 1 weeks paid paternity leave
- Reimbursement for HEP A/B and flu vaccinations
- A supportive environment that includes comprehensive induction and assistance with professional development
- Access to agency vehicles for all work-related travel

Conditions of Employment:

This position is part-time, fixed term and to be worked at 45 hours per fortnight based in Morwell with the expectation to travel to co-location environments in the Inner Gippsland region and is operational between Mondays to Fridays, between 8.00 am – 6.00 pm. The position may require some work to be undertaken outside of normal working hours, which will be accrued as Time in Lieu. There is no paid overtime.

The position is classified under the Social, Community, Home Care and Disability Services Award 2010, as Social and Community Services Employee, Level 7. The level and paypoint selected as the commencement level of salary will depend upon qualifications and proven relevant experience, and includes the option of salary sacrificing. The terms and conditions of employment are in accordance with Junction Support Services' Enterprise Agreement (2017).

A maximum of 7 hours' time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four (4) weeks annual leave is to be accrued without Manager's approval.

Employer superannuation contributions will be paid in accordance with the Superannuation Guarantee Charge Act.

The successful applicant will be required to undergo satisfactory pre-employment checks per JSS policy, which includes: at least two (2) professional referees; a criminal records check; Victorian Working with Children Check; VIT Registration; registration with the Department Families, Fairness and Housing; and proof of qualifications.

The successful applicant will initially be engaged in a probationary period of six (6) months. A probationary review before six (6) months will be undertaken.

Organisational vehicles are available for authorised use and are always to be used for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that a current Drivers Licence be held whilst employed by the agency.

In the event of an internal application, accrued leave entitlements will be carried over.

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Application Procedure:

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- a covering letter;
- statements addressing each of the selection criteria points (found above);
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

Applications must be received by **10 am, Monday 28 October 2024** and emailed to:

recruitment.gippsland@junction.org.au

Alternatively, sent to:

Junction Support Services
PO Box 1490
Wodonga VIC 3689

For further information regarding details about the position, please contact the People & Culture.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

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Declaration of Current and Ongoing Capacity
(To be completed by successful applicant only)

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS' policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed:

Witnessed:

Date:

Junction Support Services is a child safe organisation and is proud to be an equal opportunity employer.