



Position Details

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 2

Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Student Mentor position is based at Sunrise Christian School and is accountable to the Principal.

Position Overview

Position Summary

The Student Mentor role is a vital support role to students dealing with difficult issues in their lives. Responsibilities include:

- Mentoring individual students through one-on-one meetings and group work.
- Observing student classroom behaviour.
- Observing student behaviour and socialisation during recess and lunch times.
- Attending excursions and camps as required.
- Identifying student needs and working out creative ways to address such needs.
- Researching and obtaining resources to assist in the mentoring role.



	• Providing Christian guidance and encouragement to students.
Reporting / Working Relationships	• Principal • Teachers • Chaplain • Student mentors should maintain and foster positive relationships with all students and staff.
Special Conditions	• Some out of hours work may be required.

Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS
Mentoring students	• Liaise with parents and teachers of students that appear to be in need of a mentor. • Consult with students that have been referred by parents or teachers for behavioural or other issues. • Consult with students that have sought assistance. • Observe student behaviour in the classroom as required. • Observe student behaviour during recess and lunch times as required. • Refer students to services such as counselling or GP services if required. • Ensure the Principal is made aware of any issues that affect the School. • Maintain confidentiality of information received in mentoring students.
Attending excursion & camps	• Attend excursions as requested to interact with students. • Attend camps if available to build on mentoring relationships with students.



Identifying & addressing student needs	• Identify individual and group needs of students. • Liaise with Principal to obtain resources and strategies in assisting students. • Implement appropriate and creative ways to address such needs.
Researching & obtaining resources	• Research resources to assist in the mentoring role. • Ensure resources are in accordance with Christian principles and Sunrise Christian School policies and procedures. • Attend meetings and conferences for personal development. • Networking with other student welfare workers.
Providing Christian guidance to students	• Implement activities to assist students to develop their relationship with God.

Person Specification

Essential Minimum Requirements

Qualifications	• While no formal qualifications are required, relevant experience will be highly regarded.
Compliance	The following mandatory training and certifications are required: • A current satisfactory WWCC (Working with children check) will be required at commencement of employment. • Proof of completion of Responding to Risks of Harm, Abuse & Neglect will be required at commencement of employment. • Sexual Harassment Awareness Training. • Protective Practices Training.



	• Professional Learning package (PLP) for responding to and preventing Cyberbullying Training.
Experience	• Experience in working with primary school students.
Knowledge	• Prior knowledge is not required but highly desirable.
Skills & Abilities	• Excellent interpersonal and communication skills. • An ability to relate well to Primary school aged students. • Ability to provide good role modelling to students. • Ability to work autonomously once tasks are delegated. • The ability to work cooperatively with both staff and students. • The ability to work as a member of a team in a manner that fosters the support and co-operation of team members. • Ability to deal with sensitive and confidential information in an appropriate manner. • Ability to communicate in a friendly and courteous manner with students and parents. • Ability to determine Mandatory Notification and school policy requirements as to the timely and effective reporting of such reportable offences as needed.
Personal Attributes	• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • A mature faith and active involvement in a local church. • A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.



Desirable Characteristics

Qualifications	Qualifications in the following disciplines would be desirable but not essential: • Certificate IV in Youth Work, Pastoral Care or Certificate IV in Chaplaincy & Pastoral Care; or an equivalent qualification including competencies in 'mental health', 'making appropriate referrals', 'providing pastoral care' and/or 'working with youth'. • Christian counselling qualifications will be beneficial.
Compliance	• Current First Aid and CPR certificates are desirable.
Experience	• Previous experience in a similar role.
Skills & Abilities	• High level of organisational skills is desirable.
Personal Attributes	• Involvement in a church related role providing assistance or supervision to teenagers will be highly regarded.

The requirements of this job and person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job and person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____
Principal Sunrise Christian School

Date _____

Accepted by: _____
Applicant

Date _____