MLC Position Description

Position:	Program Assistant
Reports to:	Director of MLC Marshmead
Department:	Education Outdoors
Direct Reports:	N/A
Award:	Educational Services (Schools) General Staff Award 2020
Classification:	Instructional Services Grade 1, Level 2.2
FTE:	Casual
Date:	September 2023

Primary Purpose

All staff at MLC Marshmead work to create a learning environment which stimulates the interest of each individual community member to learn. Program Assistants provide an essential support mechanism to the smooth running of the MLC Marshmead program. Their work involves a variety of tasks from working with students through to property, farming and administrative work.

Program Assistants are responsible to the Deputy Director who allocates specific responsibilities depending upon the skills, interests, and requirements of the program.

Position in Context

MLC is a leading independent girls' day and boarding school. Our unmatched breadth of learning and wellbeing experiences and environments inspires and supports MLC students to find and nurture their individual interests and talents and achieve their best.

Our commitment to excellence and innovation in education, combined with the breadth of our curriculum, co-curricular activities, wellbeing programs, and College resources, ensures our students benefit from an enriched learning environment that is unmatched in Melbourne's education landscape. MLC students are empowered to be confident and resilient global citizens who possess the skills, knowledge, and attitude to thrive throughout every stage of their schooling, and in an ever-changing, globalised world.

As the role is within a school environment you will be working in areas where children and young adults are present. It is your obligation to ensure their safety and to report any concerns that you may have in line with our Child Safe Program – specifically our MLC Child Safety and Wellbeing Policy, our MLC Child Safe Codes of Conduct and our Staff and Student Professional Boundaries Policy. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including termination of employment should we determine that abuse has taken place or there has been a failure to report any suspected abuse.

The College has one main campus at Kew, and two other smaller sites for our Education Outdoors program. One of these sites is located near Mallacoota (MLC Marshmead) and the other site is in Gippsland Lakes (MLC Banksia).

MLC Marshmead is a 114-hectare property, located on a remote and environmentally sensitive site in far eastern Victoria, surrounded by the Croajingolong National Park. Access to the property is either by boat (25 minutes over the lake to Mallacoota) or by vehicle (1:10 hour to Mallacoota, 1:00 hour to Eden). The property includes a residential village (consisting of both staff and student housing) and a working farm. Produce from the farm is used by the MLC Marshmead community.

Staff at MLC Marshmead live and work on site. Residential staff are housed in comfortable shared accommodation and these houses have been designed with environmentally sustainable design principles in mind. Water is solar heated (wood heater boosted) and houses use wood heaters as the principal source of heating. The ‘village’ operates on a remote area power supply, limiting the use of some electrical items and water is obtained from either rain harvesting or the local creek.

Twenty-three staff (residential and day staff), comprising of teachers, assistants and educational support staff, create a team to delivery an experiential curriculum for 65-90 Year 9 students each term.

MLC Marshmead offers a unique teaching environment with its proximity to the National Park and a local Biosphere Reserve. The curriculum at MLC Marshmead focuses on environmental sustainability, personal sustainability, and sustainable communities. It enables each student to actively experience learning about the environment, their peers and themselves in a practical sense and consider their role in promoting a sustainable future. The students manage their own living arrangements in comfortable environmentally sustainable design 'family' homes, designed for eight people. Students make a voluntary decision to participate in this eight-week program; a new cohort of students participate each term.

Major Duties and Responsibilities

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

The Program Assistant role is varied; it moves from student facing to support daily depending on the program requirements. It is a dynamic role with fantastic opportunities to learn new skills while working alongside Year 9 students from MLC. Responsibilities include:

Administration and Operational Duties

- Participate in all components of the program including going on expeditions once or twice a term and all other outdoor activities (solo)
- Carry out administrative and operational duties associated with the running of the MLC Marshmead village
- Attend community events such as assemblies, reflections, significant celebratory evenings (Bush Dance, Trivia Night etc), parent visiting weekends & communal meals.
- Complete scheduled tasks which ensure the safety and viability of the property e.g. mowing, moving stock, fencing, vehicle checking, pool maintenance etc.
- Assist with management of the MLC Marshmead website and prepare photo presentations as required.
- Assist the Farm Manager with the operation of the MLC Marshmead Farm and provide farm based opportunities for students on weekends
- Assist the Expeditions Coordinator with the preparation of Expeditions
- Assist the Gardening Coordinator with the management of the Marshmead garden
- Assist teaching staff with the wellbeing of students

Other Duties

- Commit to living and working in the remote learning community which is MLC Marshmead
- Attend and contribute to scheduled staff meetings
- Punctuality at all scheduled activities
- Professional presentation in dress and demeanor
- Support in program logistics such as student medical appointments, parent visiting weekend and all other components of the Marshmead program
- Have knowledge of and adhere to the safety and operational policies and procedures of MLC
- Demonstrate commitment to ongoing professional learning
- Other duties as directed by the Director or Deputy Director
- Complete and maintain as required 'core safety training'; this training is organised by MLC and includes:
    - 4WD Vehicle Course
    - Power Boat Handling Course
    - Wilderness First Aid
    - Basic Fire Training
    - Food Handling (Level 1)
    - Swimming Qualification

Person Specification

Essential Criteria (competencies, qualifications, knowledge and experience)

- Previous experience in relevant Program Assistant roles
- Demonstrated ability to work effectively and contribute to a cohesive and cooperative team, with a flexible attitude towards work
- Demonstrated ability to work effectively and contribute to the wellbeing of students
- Ability to live in shared accommodation within a small community and contribute to the wellbeing of each person
- A commitment to principles of conservation; knowledge and an interest in global environmental issues
- Experience with and enjoyment of outdoor activities
- Openness to learning new skills and work with all staff
- Excellent interpersonal skills and demonstrated ability to influence people at all levels
- Proven ability to communicate well in both a verbal and written manner
- Ability to manage multiple tasks at once
- Problem solving skills
- Proven ability to meet deadlines
- Strong attention to detail
- Excellent computer skills are required, particularly in platforms such as: MS Word, Excel, Outlook, SharePoint, Internet, Intranet, videography,
- Willingness to review programs and to follow guidelines as outlined in the Marshmead Staff Manual, Marshmead Standard Operating Procedures and Marshmead Emergency Management Plan
- Drivers Licence (with 4WD experience beneficial)

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Victorian Powerboat Licence
- Experience with the repair/maintenance of Education Outdoors' materials and equipment
- Food preparation and handling experience
- Farm management and animal welfare experience
- Horticulture knowledge and gardening experience

Key Contacts

Internal

- Students
- Director of MLC Marshmead
- Deputy Director of MLC Marshmead
- All MLC Marshmead staff
- Director of Education Outdoors
- MLC Staff (Kew and Banksia) where relevant

External

- Parents/guardians

Assessment and Compliance

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a

school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation, and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

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