

# NOVO

EDUCATION SPACE



 NEW DIRECTION

 SKILLS TO GET THERE

 CARE ALONG THE WAY



## STUDENT WELLBEING OFFICER

Applicant Pack July  
2024 (Re-advertised)

## Our Vision

Connected and thriving communities of lifelong learners.

## Our Purpose

Empowerment through learner-centred education and training.

## Our Acknowledgement

Novo Education Space acknowledges the traditional owners of the lands on which we work and learn. We pay our respects to all First Nations peoples and their elders past, present and emerging. We value their continuing cultures and connection to land, water and sea. We are committed to creating safe and welcoming learning centres for First Nations youth to flourish and grow as future community leaders.



# INVITATION FROM THE CEO/PRINCIPAL

Thank you for your interest in the **Student Wellbeing Officer** position at Novo Education Space Wollongong.

This is an exciting time to be joining Novo Education Space. We are re-imagining learning spaces in which our students are in the driver's seat of their life, and our educators and wellbeing staff co-create each student's unique learning journey with them, to achieve the student's own self-determined goals.

We took the decision to become a registration only school, meaning our students follow the NSW Education Standards (NESA) curriculum, but are not entered for the NESA credentials of Record of Student Achievement and the Higher School Certificate. This affords us the freedom to create meaningful and engaging teaching and learning programs across Key Learning Areas that are not driven by rigid assessment schedules, examinations and trying to cover extraordinary amounts of mandatory content. Our programs are accredited by the international body ASDAN. Our students focus on building portfolios to demonstrate the skills and knowledge they have acquired through their learning experiences. We focus on real-world skills that young people need to have for a productive future and to become positive contributors to their communities. Students can work towards Bronze, Silver and Gold certificates awarded by ASDAN and can also receive micro-credentials for short courses completed. We pro-actively support them to take their next steps into further education, training or employment.

In the last few years we have worked hard to position ourselves and our students for the future, clarifying our purpose and strengthening our teams in alignment with our purpose, values and charter.

I invite you to consider expressing your interest for the satisfying and rewarding role of Campus Coordinator with Novo Education Space. Come and join us ... we are all on a learning journey together.

If you like the sound of what you read here and think you can contribute to the next stage of Novo Education Space's development, we'd love to hear from you.

**Natasha Osmond-Dreyer**  
**CEO WEA Illawarra**  
**Principal Novo Education Space**

# WHO ARE WE?

Novo Education Space is an independent Special Assistance School for Years 9 to 12, registered with the NSW Education Standards Authority. Novo Education Space is operated by WEA Illawarra, a not-for-profit Community College and charitable organisation.

Our purpose at Novo Education Space is to provide opportunities which create capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future.

Many students at Novo Education Space have experienced trauma as a result of adverse childhood experiences. Our students may have significant gaps in academic achievement and find it difficult to learn in a large group setting, while sometimes presenting with social-emotional challenges in the school environment. They require additional planning, support and adjustments to access their learning.

Our staff train in the Berry Street model of trauma-sensitive, positive education, which encompasses a structured vision of wellbeing in the school community with case management support for each student. Our relationship-based practice is grounded in unconditional positive regard for our students. The use of restorative practices assists students and staff to build the capacity to self-regulate behaviour, improve learning outcomes and nurture relationships.

# OUR VALUES

**INTEGRITY** - holding the highest standards and expectations for ourselves, our students and for the services we provide, being trustworthy, doing what we say we'll do, acting ethically as individuals and an organisation.

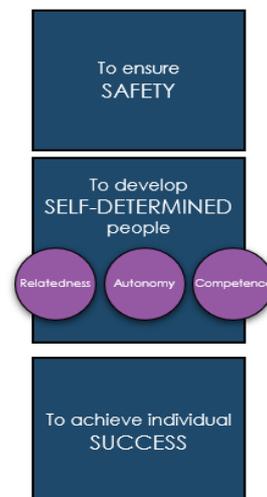
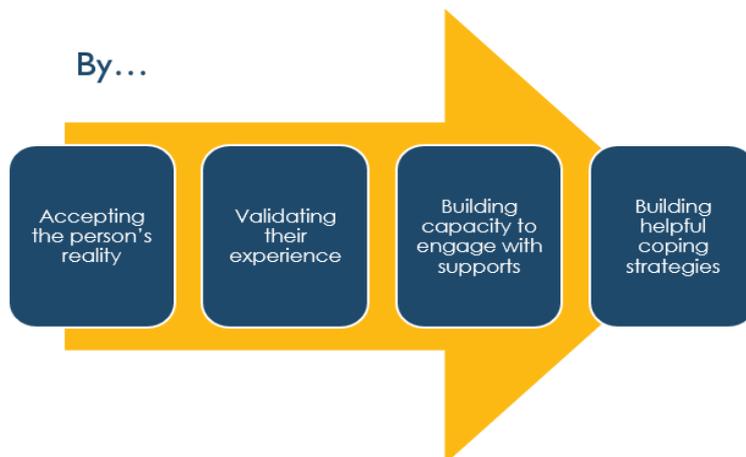
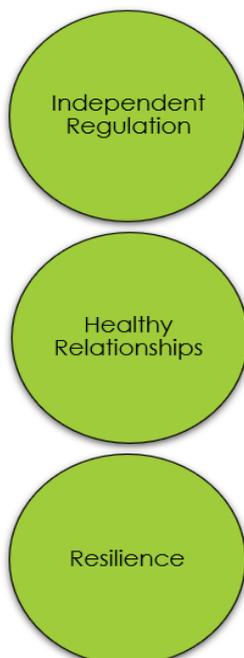
**INCLUSION** - our programs are purposely designed to include those that might otherwise be excluded from other education and training settings, valuing diversity and ensuring our workplace and programs are accessible, create a sense of belonging and connection for all.

**COLLABORATION** - recognising that we can't achieve our vision and fulfil our purpose without working alongside others, including our students. Understanding that the collective can come up with better solutions than individuals.

**INNOVATION** - we don't just want to keep doing what's always been done before, we look at problems from different angles and find new ways to provide services, to help, to support, and we aspire to be at the forefront of positive change.

## WELLBEING THE NOVO WAY EDUCATION SPACE

We want to develop...



# THE NOVO TEAM

Novo Education Space currently employs a number of full-time and part-time teachers across our campuses. To assist with the welfare, special learning needs and transition needs of our students, we also employ Student Learning Support Officers and Student Wellbeing Officers. Leadership at each of our campuses is provided by a Campus Coordinator. Our senior executive includes the Principal (who is also the CEO of WEA Illawarra), our Leader of Teaching and Learning who drives our community of professional practice, our Leader of Health and Wellbeing who is a mental health nurse and guides our wellbeing programs, and our Leader of Operations who oversees our resourcing and compliance areas. The Board of WEA Illawarra is the governing body of the school.

We are an alternative school, and therefore the roles and responsibilities of staff and the way we work with each other and our students is different to mainstream school settings. We value initiative, flexibility and continual learning and growth. Staff and students are all on a learning journey together and we work hard to make sure nobody gets left behind.

## THE ROLE

This is a permanent, part-time role, based at our Wollongong Campus in the heart of Wollongong.

The Student Wellbeing Officer position:

- 35hrs/week, Monday to Friday, 8.30am- 4.00pm.
- Is classified under Schedule D of the WEA Illawarra Enterprise Agreement 2019 as Student Support Services Grade depending on qualifications, experience and competencies.
- Receives a base salary (pro-rata for part-time role) with charitable organisation salary packaging benefits.
- Works collaboratively with the Campus Coordinator and Teaching and Learning campus team.
- Reports directly to the Leader of Health and Wellbeing.

For further information regarding the role, organisational relationships, key accountabilities and responsibilities, please refer to the position description.

For further information and a confidential discussion regarding the position contact

**Monique Piper, Leader of Health and Wellbeing (Monday-Friday)**

**E: [mpiper@novo.nsw.edu.au](mailto:mpiper@novo.nsw.edu.au) M: 0466 656 206**

## Working With Children Check

This position is designated as child-related employment. In accordance with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.

## National Police Check

WEA Illawarra may also request a National Police Check to determine suitability for employment when a person is identified as the preferred candidate for a position after interview.

## People with a Disability

If you are successful at gaining an interview and need anything to assist you at the interview such as wheelchair access, or have other requirements, please discuss this with the selection panel convenor.

## Adjustments at Work — Rights of People with a Disability, Pre-existing Illness or Injury

It is WEA Illawarra policy to make reasonable adjustments in the workplace to meet the needs of people with a disability, illness or injury. Adjustments may include changing aspects of the workplace or the job so that employees with a disability, illness or injury can use their skills effectively and candidates can compete based on their capabilities. If you are identified as the preferred candidate for a position you will be required to complete a Pre-Employment Health Declaration to disclose if you have a disability, pre-existing illness or injury. The Declaration will assist us in understanding your capacity to safely carry out the inherent requirements of the position and consider any reasonable adjustments that may be required. The primary purpose of this declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the Pre-

Employment Health Declaration to deny a person employment solely because of disability, illness or injury.

## Privacy Information Collection Notice

We collect, use, hold and disclose personal and sensitive information in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Illawarra at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing [novo@novo.nsw.edu.au](mailto:novo@novo.nsw.edu.au).

In applying for this position you will be providing WEA Illawarra with personal information.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may make notes and prepare a confidential report in respect of your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.

WEA Illawarra's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.

WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.

If you provide WEA Illawarra with the personal information of others, eg referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that WEA Illawarra does not usually disclose this information to third parties.

# HOW TO APPLY

Employment will be offered on the basis of merit. The applicant considered to be the most capable of meeting the inherent requirements of the position will be selected. To decide this, we will look at your qualifications, experience, skills and personal attributes based on your responses to the selection criteria, performance at interview and referee checks.

For your application to be considered you **MUST** include all of the following:

- **A covering letter** which includes your name and contact details, the position and location for which you are applying. In your covering letter please give us a brief description of your experience and suitability AND tell us how your values and practice align with our purpose, values and charter (Max. 1 Page).
- **Your “claim”** for the position. The position description, details the selection criteria (highlighted in yellow), both essential and desirable. You should write a statement about how you meet each of the three selection criteria sections. Please list each selection criterion as a heading and explain how you meet the criterion, using examples where applicable. Limit your response to max. 4 pages.
- Your **CV**. You should tell us about your education and qualifications and what type of work, including voluntary or unpaid work, you are doing now or have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. There is no need to include work you did more than 10 years ago unless it is particularly relevant to the position (Max. 4 pages).
- **Referees**. Please provide the name, mobile phone number and email address of at least two professional referees who can comment on your past work responsibilities and performance. A current or recent supervisor should be included if possible.
- Send your application to us so that it arrives by the closing date and time. **WE WILL ONLY RECEIVE APPLICATIONS VIA E-MAIL**. Your application should be submitted using MS Word or in PDF format only and preferably combining all aspects into a single document. Ensure your name and contact phone number is in the header or footer of each page of your application.

Email your application to Giovanni Vilella, Manager People and Culture,  
[gvillella@weillawarra.com.au](mailto:gvillella@weillawarra.com.au).

Please be sure to include everything from the “How to Apply” checklist. Applications close  
11.59pm Sunday 21 July 2024

Interviews may be conducted upon receipt of application, so please do not wait until closing date to apply.

THANK YOU FOR YOUR INTEREST IN NOVO EDUCATION SPACE

## POSITION DESCRIPTION

<p><b>Position Title:</b> Student Wellbeing Officer (35hrs/week, Monday to Friday, 8.30am- 4.00pm.)</p> <p><b>Campus Responsibilities:</b> Wollongong Campus Work at other Novo Education Space campuses as required</p>		
<p><b>Industrial Instrument:</b> WEA Illawarra Enterprise Agreement 2019 ( <a href="https://tinyurl.com/bdwmkbr">https://tinyurl.com/bdwmkbr</a> )</p> <p><b>Classification:</b> Student Support Services Grade depending on qualifications, experience and competencies</p> <p><b>Remuneration 2024:</b> Subject to experience and qualifications. Employer contribution to Superannuation (11.5%) Annual Leave Loading (17.5%) <i>WEA Illawarra is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum which has the potential to increase an employee's take home pay by reducing the amount of tax paid.</i></p>	<p><b>Other Benefits:</b> Professional/clinical supervision by Leader of Health and Wellbeing Peer supervision/consultation model Flexible working arrangements during non-term weeks (student vacation periods) Professional learning opportunities supported throughout the year Access to Employee Assistance Program Laptop computer Work mobile phone Motor Vehicle allowance for approved work journeys (conditions apply)</p>	<p><b>Organisational Relationships:</b> The Student Wellbeing Officer is a member of the Wellbeing Team Team Leader and direct supervisor is the Leader of Health and Wellbeing. Other key stakeholder relationships include enrolled and prospective students and their parents/caregivers, Novo Education Space teaching and non-teaching staff, other WEA staff, community organisations, youth health and welfare service providers, other local high schools, AISNSW and NSW Education Standards Authority.</p>

## Key Objectives of the Position

- To work as a key member of the Novo Education Space Wellbeing Team in the delivery of student wellbeing education and support within a trauma-sensitive model of education.
- To work collaboratively with others to facilitate quality learning opportunities for students, aligned with Novo Education Space vision, purpose, values and charter, and which meets the needs of students and the requirements of the NSW Education Standards Authority (NESA), funding bodies and WEA Illawarra.
- To contribute to improving retention, connectedness and student engagement in learning through the promotion and development of self-determination skills that support students to design and drive their own individual learning profiles (ILP) to reach their academic, social/emotional and community connectedness goals.

## Personal Attributes

- Excellent interpersonal skills and ability to communicate effectively (verbally and in writing) with colleagues, young people, parents/carers and others outside the organisation, including public speaking, presentations and group facilitation skills.
- Ability and desire to work collaboratively with others in a multidisciplinary team as well as work independently.
- Enthusiasm, self-motivation, adaptability and ability to use initiative.
- Emotional resilience and an ability to foster positive attitudes in an environment of continuous change.
- Respect for diversity with inclusive and culturally safe practice
- Compassion, integrity, discretion and ability to professionally manage confidential information and sensitive situations.
- Highly proficient with technology, including using a personal computer and MS Office programs, G-Suite for Education, Internet, e-mail, iPads, student management systems/databases and other educational technology for case management and administrative purposes.

## Key Accountabilities and Responsibilities

### DOMAIN: TEACHING AND LEARNING (PEDAGOGY)

Responsibility	Accountable To	Consult or Collaborate With
Be an innovative self-starter who willingly participates in growth, development and evaluation processes, continuing to develop personally and in your professional practice, to meet the changing needs of your position, career and industry	Leader of Health and Wellbeing	Leader of Teaching and Learning
Promote and develop student self-determination skills through collaborating with students to design and drive their own individual learning profiles (ILP)	Leader of Health and Wellbeing	Teachers, SLSOs, Leader of Teaching and Learning
Assist students with academic, social/emotional and community connectedness goal setting and monitor progress towards these goals	Leader of Health and Wellbeing	Campus Coordinator, Teachers, SLSOs
Liaise with Novo Education Space teaching staff to co-design with students appropriate support strategies to achieve identified targets for	Leader of Health and Wellbeing	Teachers and SLSOs, Specialist Social Worker (SW),

<b>Responsibility</b>	<b>Accountable To</b>	<b>Consult or Collaborate With</b>
student learning outcomes		Specialist Occupational Therapist (OT), Leader of Teaching and Learning
Support students to advocate for needs and have a role in evaluating their support strategies inside and outside of the classroom that move them closer to their identified goals	Leader of Health and Wellbeing	Teachers, SLSOs, Specialist SW, Specialist OT, Family and Carers, Community and External Agencies
Refer to Leader of Teaching and Learning when specific academic assessment may be required	Leader of Health and Wellbeing	Campus Coordinator, Teachers, SLSOs, Leader of Teaching and Learning
Assist with the development of positive behaviour support plans that foster responsibility for behaviour and a sense of belonging at Novo Education Space	Leader of Health and Wellbeing	Campus Coordinator, Specialist OT, Teachers, SLSOs, Leader of Teaching and Learning
Provide students with explicit instruction and opportunities to practice self-regulation skills to support personal wellbeing	Leader of Health and Wellbeing	Specialist OT, Campus Coordinator, Teachers and SLSOs
In consultation with the Specialist OT and Specialist SW, implement and evaluate a range of evidence-based personal skills development programs for individuals or groups of students, according to identified priority areas for student retention and maintaining engagement in the learning program	Leader of Health and Wellbeing	Specialist OT, Specialist SW, Leader of Teaching and Learning, Campus Coordinator, Teachers and SLSOs
Co-design transition plans with students and their support team to identify strategies to support student with their school and post school options, such as work experience, volunteering, mentoring further education, training and/or employment	Leader of Health and Wellbeing	Teachers, SLSOs, Campus Coordinator, Specialist SW, Family and Carers, Community Partners

**DOMAIN: STUDENTS, STAFF AND CAREGIVERS (PEOPLE)**

<b>Responsibility</b>	<b>Accountable To</b>	<b>Consult or Collaborate With</b>
Effectively engage with students using strengths-based approaches to build rapport, gather relevant information, conduct psychosocial assessment and screening, and provide appropriate counselling for students who self-refer or are referred by teaching staff for health/welfare needs.	Leader of Health and Wellbeing	Specialist OT, Specialist SW, Campus Coordinator, Teachers and SLSOs,
Pro-active care coordination/ case management of students allocated to your case load	Leader of Health and Wellbeing	Campus Coordinator, Teachers and SLSOs, Family and Carers, Specialist OT, Specialist SW, External Agencies
Keep accurate records of interactions with students and family and carers	Leader of Health and Wellbeing	Campus Coordinator
Provide students with support and/or appropriate referrals in difficult situations and when facing personal or emotional challenges	Leader of Health and Wellbeing	Campus Coordinator, Teachers, SLSOs, Specialist SW, Specialist OT, Family and Carers, External Agencies
Foster productive working relationships with service providers in the community, maintaining and utilising referral pathways and procedures to support the implementation of individual student case management plans and provide options for referral of parents/carers for support where needed.	Leader of Health and Wellbeing	Specialist SW, External agencies, family and carers
Build strong relationships with Family and Carers to support student attendance, engagement and overall wellbeing	Leader of Health and Wellbeing	Specialist SW, Campus Coordinator, Teachers and SLSOs
Support students and staff to create an environment which celebrates diversity, promotes inclusion, safety, security and the physical, emotional, social and intellectual development and wellbeing of students	Leader of Health and Wellbeing	Manager People and Culture, Campus Coordinator, Teachers and SLSOs, Specialist SW,

<b>Responsibility</b>	<b>Accountable To</b>	<b>Consult or Collaborate With</b>
		Specialist OT
Provide first aid services as and when required	Campus Coordinator	

**DOMAIN: ORGANISATION (PLACE)**

<b>Responsibility</b>	<b>Accountable To</b>	<b>Consult or Collaborate With</b>
Abide by and work in accordance with all legislative requirements, guidelines and policies and procedures associated with Novo Education Space and WEA Illawarra	Leader of Operations	Manager People and Culture, Campus Coordinator
Understand and enact duty of care towards all students at all times	Principal	Leader of Health and Wellbeing, Leader of teaching and learning, Campus Coordinator, Manager People and Culture
Understand and fulfil all child safety obligations including managing risk of harm to students, reporting breaches of professional conduct or allegations of reportable conduct, and working with Novo Education Space staff in the development and implementation of initiatives to meet child safety standards	Principal	Leader of Health and Wellbeing, Manager People and Culture
Identify and initiate the response for students with suspected risk of significant harm when disclosed or identified by others, according to Novo Education Space Child Protection policies and procedures and in keeping with current legislation	Principal	Campus Coordinator Teachers and SLSOs Executive Team
Collaborate and communicate regularly in daily operational matters, student attendance and engagement concerns, disciplinary and child safety or wellbeing matters	Campus Coordinator	Leader of Health and Wellbeing, Leader of Teaching and Learning Teachers, SLSOs
Participate in Novo Education Space and WEA Illawarra team activities, including staff meetings, planning and evaluation activities, recognition ceremonies, student supervision, performance management and own professional development	Leader of Health and Wellbeing	Campus Coordinator
Contribute to organisational reports and	Leader of	Campus Coordinator

<b>Responsibility</b>	<b>Accountable To</b>	<b>Consult or Collaborate With</b>
undertake other administrative activities in order to meet Novo Education Space, WEA Illawarra and other stakeholder requirements	Operations	
Participate in the development, implementation and review of whole of school policies, programs and procedures to address student educational and health and wellbeing needs and other whole of school quality and continuous improvement processes	Executive Team	All staff
Understand and positively promote the vision, mission, values and charter of Novo Education Space and WEA Illawarra	Executive Team	All staff
Work flexible hours as determined by the demands of the position and respond flexibly to changing operational needs	Campus Coordinator	Leader of Health and Wellbeing

### **Selection Criteria – Education and Experience**

#### **Essential**

- Qualifications in social work (with eligibility for membership of the Australian Association of Social Workers (AASW), occupational therapy, community services or youth work (minimum diploma level + case management experience).
- Demonstrated experience in developing, implementing, and evaluating programs for young people with barriers to education, at risk of disengaging from education, trauma backgrounds or with challenging behaviours, including Aboriginal and Torres Strait Islander young people.
- Demonstrated experience working effectively in a care coordination or case management role.
- Current First Aid qualifications or willingness to obtain.

#### **Desirable**

- Training and experience in Trauma-Sensitive Practice, combined with positive psychology approaches.
- Additional training in youth mental health and/or brief CBT, motivational interviewing or counselling skills.

### **Selection Criteria – Knowledge and Skills**

#### **Essential**

- Understanding of issues affecting the health and wellbeing of young people and which impact on learning and school engagement, with demonstrated ability to engage with young people on these issues using a strengths-based approach to help young people achieve their goals.
- Understanding of growth mindset principles and ability to apply to own practice and support colleagues in implementation for themselves and their students.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting emotional resilience and self-care strategies.
- Excellent administrative, organisational, problem-solving, advocacy and crisis management skills.

## Selection Criteria – Other

### Essential

- Valid NSW Working with Children Check Clearance (please provide Clearance number **and date of birth** for verification purposes).
- Evidence of Australian Work Rights (valid passport and/or visa, Australian Birth Certificate or Australian Citizenship).
- Unrestricted NSW driver's licence with access to own registered and comprehensively insured motor vehicle and willingness to travel across Illawarra region.

## Other Requirements

### Child Protection

This position is classified as child-related employment. Employment is conditional upon obtaining and maintaining a valid employment Working With Children Check Clearance and giving a Child Protection Undertaking as outlined in your letter of offer of employment. For information on how to apply please visit

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

### National Police Check

Some of the work of this position may be located on the premises of our partner organisation PCYC (location of our Nowra campus). PCYC requires that all regularly attending workers apply for a National Police Check annually and submit the resulting certificate and identification documents to PCYC. Employment, participation and presence at PCYC is conditional upon recommendation from the NSW Police Force and any decision based on such recommendation is not subject to appeal. For information about the National Police Check please see here:

[https://www.police.nsw.gov.au/online\\_services/national\\_police\\_check](https://www.police.nsw.gov.au/online_services/national_police_check)

### Use of Private Motor Vehicle

You may be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA Illawarra will pay a motor vehicle allowance on a per kilometre basis, according to WEA Illawarra's Policies and Procedures. Evidence of your unrestricted driver's licence, the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided prior to using your private motor vehicle for work purposes.

## Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others' health, safety and welfare at work.

It is a requirement that you advise WEA Illawarra if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment, unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA Illawarra to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA Illawarra wants to place you in the best situation to use your skills effectively in the position.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

<b>Element</b>	<b>Key Activity</b>	<b>Frequency</b>
Work environment	Manage demanding and changing workloads and competing priorities in an environment where uncertainty and unpredictability are a feature	Daily
	Work in a team environment with people from differing professional backgrounds	Daily
	Take direction from the Leader of Health and Wellbeing and other members of the Leadership Team	Daily
	Work in different geographic locations and unstructured environments (eg, outdoor learning)	Regular
	Be exposed to all outdoor weather conditions	Occasionally
	Work within the span of hours between 8.00am – 5.00pm	Daily
	Work extended hours in response to need or emergent situation or be on call after hours	Occasionally
	Work in buildings which may be two-storey	Daily
	Work in buildings which may be co-located with other agencies/organisations	Daily
	Work in an open plan office or other environment with distractions and noise	Daily
	Sit at a computer or in meetings for extended periods	Daily
	Stand in classroom setting for extended periods, write on whiteboard, move freely amongst a class of students	Daily
	Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources over short distances	Daily
People contact	Work with students who have been impacted by trauma, may have a mental health or behavioural disorder, a mild intellectual disability, learning difficulties, are neurodivergent or who may have another physical, sensory, cognitive or social-emotional disability	Daily
	Liaise with government, non-government, community, health, welfare, cultural and law enforcement organisations	Daily
	Interact with students and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates	Regular
	Interact with students and members of the public who could display verbally or physically challenging behaviours	Regular
	Be exposed to information regarding student personal history and experiences that could be emotionally distressing requiring you to respond effectively and manage your own emotional regulation and resilience	Daily
	Support students and participate with students in	Regular

Element	Key Activity	Frequency
	recreational activities (eg gardening, ball games, swimming, walking, sports)	
	Facilitate access to specialist, generic and community services	Regular
	Participate with colleagues in the giving and receiving of feedback for the purposes of improving skills and professional practice	Daily
	Undertake performance planning, training and professional development activities	Regular
Administrative tasks	Undertake administrative tasks which may include the following: computer work, making telephone calls, filing, writing reports, case notes/plans and student records, participate in meetings, concentrating for long periods of time, managing resources, researching and analysing information and data.	Daily
	Use technology, including photocopier, printer, telephones, DVD players, computers, laptops, iPads, fax machine, data projector, speakers, online learning, record-keeping and administration platforms	Daily
Transport	Use public transport, including trains and buses	Occasionally
	Drive vehicle with possible distractions from student behaviour	Regular
	Drive vehicle possibly over long distance and in all traffic and weather conditions	Regular

### Workplace Health and Safety

WEA Illawarra is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the WEA Illawarra and School community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA Illawarra.
- Comply with any reasonable policies and procedures of WEA Illawarra including the reporting of hazard or incidents using the organisation's reporting processes.



**YOU CAN'T GO BACK AND CHANGE  
THE BEGINNING, BUT YOU CAN  
START WHERE YOU ARE AND  
CHANGE THE ENDING**