

## School Support Manager Position Description

<b>Reporting to:</b>	Regional Manager & Impact Lead	<b>Work location:</b>	Mobile - home office, significant and ongoing travel to schools
<b>Department:</b>	54 reasons	<b>Budget holder:</b>	No
<b>Team:</b>	School Education Engagement	<b>Direct reports:</b>	No

### About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. With operations in every state and the NT, our services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

### Role Purpose

[Hands on Learning](#) (HoL) is a school-based wellbeing program that uses a variety of practical projects as its methodology to engage and connect students with their education, their school and community. HoL has been proven to significantly increase student wellbeing, attendance, foster social and emotional learning, and improve academic and vocational pathways. Working with up to ten students per day, two artisan-teachers support the students to complete significant building, landscaping, public art, food preparation and team building activities. Established in 1999, HoL is currently operating in over 140 primary and secondary schools in Queensland, Victoria, New South Wales, and Tasmania.

The School Support Manager's primary responsibility is to sustain and support quality implementations of HoL including supporting the growth within the region into new partner schools. The role liaises directly with school leadership teams, and supports HoL artisan-teachers amongst a regional portfolio of schools to create a positive and effective environment for learning based on strong long-term relationships, high expectations for all students, and active learning, through real and meaningful projects.

### Key Areas of Accountability

#### Quality assurance and school support

- Drive high quality and effective programs by regular contact and school visits which may require working alongside HoL artisan-teachers and teams in a practical way to foster the quality assurance of partner school implementations.
- Communicate regularly to build relationships with school leadership, including face to face meetings, and the provision of a termly HoL Program Update to ensure HoL is well understood and any issues impacting the quality of the implementation highlighted.
- Work collaboratively with school leadership teams and HoL artisan-teachers to address issues impacting the quality of implementations by bringing together key staff within a school to improve program quality.
- Promote and oversee the collection and input of partner school data such as attendance and surveys in an accurate and timely fashion.



- Provide regular updates via 54 reasons' record keeping system. These updates would record key elements of each implementation (Intake processes, Projects, Shape of the Day, Reflective Practice, OH+S).
- Actively plan and deliver training (in person and/or remotely) to partner schools when needed.
- Coordinate and run regular HoL network meetings (in person and/or remotely) to support and motivate staff and create informal collegiate networks to facilitate sharing, learning and collaboration, including arranging and/or delivering specialist professional development learning – and coordinating the agenda, minutes, catering and venue.
- Identify and facilitate opportunities for community projects to be completed by HoL partner school teams.
- Contribute as an active team player to all HoL School Support Team meetings, projects, and initiatives.

### **Business development**

- Proactively grow HoL by establishing new partnerships with primary and secondary schools, in line with the growth needs of your region (as identified by HoL leadership).
- Respond to unsolicited enquiries from schools in your region about establishing HoL.
- Assist in reviewing and updating communication/school recruitment tools including brochures, PowerPoint, videos and fact sheets.

### **Building the profile of HoL**

- As required, publicly present information about HoL. This could involve presentations to small and/or large groups of people including students, school leadership teams, principal network meetings, wellbeing teams and regional education and community networks.
- Identify and collect stories, quotes and photos about the impact of HoL in schools.
- Facilitate visits from philanthropic supporters and politicians.
- Promote and uphold the HoL brand by contributing to marketing elements such as Twitter, newsletters, podcasts, webinars and the display of signage at partner schools.
- Promote the annual HoL conference to optimise attendance of school leadership, artisan-teachers and wellbeing staff.
- Attend the annual HoL conference and provide key support as identified by the HoL Program Development Manager.
- Promote and contribute to the annual student celebration to foster participation of schools and students, and enhance their voice and enjoyment of the celebration.

### **Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training.
- Act safely at all times.
- Report all incidents, injuries and potential hazards in a timely manner.
- Participate in, and contribute to, health and safety awareness and improvements.
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied.

### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).
- Demonstrate the highest standards of behaviour towards children in both your private and professional life.
- Never abuse the position of trust that comes with being a part of the Save the Children family.
- Maintain a safe and positive relationship at all times when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.



## Person Specification

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### Essential knowledge or experience

- Detailed understanding of the education sector, with first-hand experience and understanding of schools and the way they operate, including wellbeing practices and practical programs within schools.
- Track record of success in partnership management and development.
- Excellent communication skills, with the ability to present in front of groups and communicate confidently with school leadership, HoL artisan-teachers, school business managers, Education Department staff and other bureaucrats, politicians, philanthropic bodies, and other key stakeholders.
- Willingness to travel regularly throughout your region to visit schools and other stakeholders.
- Ability to work independently, effectively and collaboratively under deadline pressure.
- Ability to initiate, build and maintain effective working relationships with key stakeholders.
- Ability to negotiate, and support schools and artisan-teachers with a strength based, but gentle can do approach.
- Computer literacy – fluency in the Microsoft Office Suite, especially Word & Excel, is essential.

### Desirable qualifications, knowledge or experience

- Completion of a relevant tertiary level qualification in teaching, social work or a related field.
- Experience directly implementing or supervising the HoL method would be ideal.
- Established networks and relationships within the education sector in your region.

## Additional Information

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- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check.
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- 54 reasons is an Equal Opportunity Employer.

**Driver's Licence:**

Required

**Travel:**

Intrastate required, plus 3 team meetings in Melbourne per year

**Working with Children Check:**

Required

**Assets:**

Reimbursement for use of personal vehicle for work purposes and provision of hire and lease vehicles as appropriate and available; laptop/phone