Margaret Jurd Learning Centre

Job Description

Position: Volunteer
Title: Class room support Staff

MJLC is a registered special school targeting young people with challenging behaviours. All students enrolled at MJLC display challenging behaviours at a level that have led to their expulsion or exclusion from mainstream education. Behavioural disorder/ disabilities and/or mental illness accompany many of our students impacting on the choices they make and their ability to focus. Other issues facing our students are family breakdown, histories of abuse and or neglect, socio economic disadvantage etc.

Margaret Jurd Learning Centre is unique in its holistic provision of care. The program consists of three key elements

- **Education Program**
  Students are provided with the life skills syllabus up to and inclusive of School Certificate. Where possible students are encouraged and supported to work toward reintegration to mainstream education in order to achieve their full school certificate however the provision of the School Certificate Life Skills Syllabus provides great opportunity for success. On arrival our students generally have never received any awards or recognition for their positive efforts, at MJLC this changes as there positive choices and efforts are recognized through a variety of measures.

- **Residential Program**
  As already mentioned the students at Margaret Jurd Learning Centre come from a variety of backgrounds and situations. For many of them the support of a caring family is not available leaving them in need of residential support. Margaret Jurd Learning Centre provides up to 6 residential placements for students in need of safe supported accommodation. Students in the residential program are provided with a living skills program to ensure that they acquire the skills necessary for independent living. Areas covered include cooking, cleaning, budgeting, personal hygiene etc. Respite support is also available for families who are in need of occasional respite support in order to maintain their child within the family unit.

Signed ________________________ Date ________________________
**Case Management**

All students at Margaret Jurd Learning Centre are provided with case management through our Case work team. Case Management enables young people to set their goals and take practical steps toward achieving them. Students learn how to look toward their future and strategically understand the impact their choices and behaviour have.

Margaret Jurd Learning Centre is the only school of its kind. It is the only school that provides such an extensive holistic program which incorporates all areas of the Child's individual need. Students show their desire to be here by their continual high level of attendance and their application in the programs.

**Statistics**

- **Age Range:** 12-16 years on intake.
- **Gender:** Male and Female
- **Class size:** 15 max
- **Zone:** Predominately Newcastle, Lake Macquarie, and Port Stephens.

**Accountability:**

Responsible to the manager of The Margaret Jurd Learning Centre.

**Essential Criteria:**

- The ability to work within a team
- A desire to work with children who have emotional and/or behavioural problems.
- The ability to provide one on one tutorial support to young people in a class room setting.
- Their ability to assist with the supervision of students on outings.
- A willingness to gain a working knowledge of OH&S legislation and a commitment to work within the parameters of such legislation
- An understanding of and willingness to work within the ethics and beliefs of The Uniting Church of Australia.

**Duties**

1. To provide one: one tutorial support to students in a class room setting
2. Provide assistance to staff in conducting small group projects or activities
3. To complete incident reports if and when required
4. To assist with the preparation of meals
5. To provide assistance to staff in supervising students on outings and during lunch and recess breaks.

Signed __________________ Date __________________

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6. To maintain a sound knowledge of and adhere to the policies, procedures and philosophy of The Margaret Jurd Learning Centre.

General Requirements
It is requirement of employment that all staff at Margaret Jurd Learning Centre maintain a commitment to maintaining a sound knowledge of and a working practice which reflects the following policies procedures and legislation.

- Drivers Licence
- Child Protection Act and ENACT Legislation 1998
- Occupational Health and Safety Act 2000
- Margaret Jurd Learning Centre Policy on Confidentiality.
- Margaret Jurd Learning Centre Code of Ethics
- Ethics and Beliefs of The Uniting Church in Australia
- Fire and Safety regulations.

Review date
- Two weeks after commencement followed by two months after commencement and Annually on anniversary date of position

As per the Children and Young People Care and Protection Act 1998 (prohibited employment act 1998) All staff at Margaret Jurd Learning Centre are subject to a Working With Children Check carried out by the employment screening unit of NSW Department of Education and Training.