

## Position Description

# Youth Worker / Bus Driver

### OVERALL PURPOSE OF THE POSITION

Marri Mittigar is a Special Assistance School for students from refugee backgrounds. registered for Years K – 8 and an independent school within the campus of Barker College at Waitara, NSW. Children and young people with social and emotional needs attend the school to prepare and uplift them to thrive in the mainstream Australian education system.

The primary role of the Youth Worker/Bus Driver is to support staff and students within the classrooms, playgrounds, common places and on School-provided transport to and from Marri Mittigar. There may be the opportunity to attend off-site excursions, camps and tours from time to time.

The Youth Worker/Bus Driver works collaboratively with the Head of Campus, Classroom and Specialist Teachers and the School Psychologist to positively and respectfully enhance the well-being of the students. They play an important role in encouraging the spiritual and cultural development of the students.

Within the context of Marri Mittigar, experience and a heart for supporting disadvantaged students and those from refugee backgrounds, is essential.

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### PRIMARY DUTIES & RESPONSIBILITIES

- Safely and responsibly transport students to and from school as per shift requirements
- Work with individuals or groups of students under the direction of the teacher(s) across curriculum areas
- Assist with the care, supervision and transition of students in all activities
- Accompany students on excursions as required
- Undertake playground supervision
- Support the behaviour of students by implementing supportive strategies
- Support the educational experiences of students with disabilities, disorders and difficulties
- Attend staff in-services where applicable and undertake any other professional learning activities that may assist in the role
- Practise duty of care within and outside the classroom and assist in the well-being of students
- Perform his/her duties in a manner consistent with the purposes of the school and in line with community expectations
- Remain current on school policies and procedures
- Other duties as may be assigned from time to time by the Marri Mittigar Head of Campus or his/her delegate.

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## SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Not for profit experience is desirable
- Ability to effectively communicate with young people who have faced social or emotional challenges.
- High level judgment, flexibility and foresight to anticipate, prioritise and resolve issues in line with College requirements and student needs;
- Effective negotiation and influencing skills;
- Ability to maintain a stable performance under pressure and/or opposition (such as time pressure or challenging situations).
- Effective communication, presentation and interpersonal skills with the ability to develop effective professional relationships with students and families

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## ESSENTIAL PERSONAL ATTRIBUTES

- Enthusiasm, energy, initiative, punctuality, reliability and flexibility
- Excellent communication skills
- Outstanding organisational ability
- Well-developed Information Technology skills
- An ability to work in a collaborative team environment
- Competent ICT skills (particularly iPads) and knowledge of applications frequently used in an educational setting
- Commitment to the principles and practices of a learning organisation
- Strong collegiality and team-building skills
- Exceptional personal standards of honesty, integrity and professionalism.
- Ability to support the Christian values and ethos of the School

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## ACCOUNTABILITY

### Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

### General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

### Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

**SPECIAL CONDITIONS**

- Prepared to undertake any additional training to complement the position
- Flexible working hours

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**QUALIFICATIONS**

- Certificate, Diploma or Higher Qualification in social work, youth work, welfare or related discipline
- Training in First Aid will be essential (Barker College will provide access to this training as necessary)
- Working with Children Check (employee) clearance
- Qualifications in School Based Education Support and experience working with students with additional learning needs and with students from a refugee background would be advantageous.
- Current Drivers' License (To be able to drive the School's mini bus)

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**ORGANISATION CHART RELATIVE TO POSITION**

**The Manager's Manager:**                      **The Head of Barker College**

**The Immediate Manager:**                      **Head of Campus**

**This position:**                                      **Youth Worker / Bus Driver**

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**APPROVAL**

This position description accurately details the primary duties and responsibilities of a **Youth Worker / Bus Driver**.

*Approved by Deputy Head People & Culture and Head of Campus on 1 July 2024*

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**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:**                      [candidate\_name]

**Signature of Staff Member:**                      [acceptance\_status]

**Date:**    [acceptance\_date]