



MLC

Methodist Ladies' College Position Description

Position:	MLC Marshmead Program Assistant
Reporting to:	Deputy Director of MLC Marshmead
Department	Education Outdoors
Date:	March 2022

Primary Purpose

All staff at MLC Marshmead work to ensure a learning environment which stimulates the interest of each student 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 the requirements of the program.

Program Assistants are very important role models for the students. The students will respond to special qualities such as initiative and working responsibly and with enthusiasm.

Position in Context

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 ESD 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 teachers, assistants and specialist staff, work in a team to ensure the delivery of a curriculum for 65-90 Year 9 students each term.

MLC Marshmead offers a unique teaching environment with its close 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 group of students participate each term.

Key Contacts

Internal

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

Major Duties and Responsibilities

- Participate in all components of the program including going on expeditions twice a term and participating in other outdoor activities
- Assist with management of students in isolation (meals, activities and cleaning)
- Carry out administrative and operational duties associated with the running of the MLC Marshmead village
- Attend community events such as assemblies, chapels, significant celebratory evenings (birthday night, bush banquet, bush dance 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
- Be aware and understand the needs of other staff in the MLC Marshmead community
- Attend and contribute to scheduled staff meetings
- Punctuality at all scheduled activities
- Professional presentation in dress and demeanour
- Complete 'core safety training'. This training is organised by MLC and is as follows:
 - 4WD Vehicle Course
 - Power Boat Handling Course
 - Wilderness First Aid
 - Basic Fire Training
 - Food Handling (Level 1)
 - Bronze Medallion
- Engage in training as required to drive the boat with students within the first six months of the role and to drive the boat at night with students within the first year of the role
- Have knowledge of and adhere to the safety and operational policies and procedures of MLC Marshmead and MLC Kew
- Demonstrate commitment to ongoing professional learning
- Other duties as directed by the Director or Deputy Director

Person Specification

Essential Criteria (competencies, qualifications, knowledge and experience)

- Demonstrated ability to work effectively as part of a cohesive and cooperative team, with a flexible attitude towards work
- Demonstrated ability to work effectively and contribute to the wellbeing of students
- Experience with and enjoyment of outdoor activities
- Openness to learning new skills and work with all staff
- Willingness to review programs and to follow guidelines as outlined in the Marshmead Staff Manual, Marshmead Standard Operating Procedures and Marshmead Emergency Management Plan
- Ability to live in shared accommodation within a small community and contribute to the wellbeing of each person
- Proven competence with use of computer technology in a learning environment
- A commitment to principles of conservation
- Knowledge and an interest in global environmental issues
- Drivers Licence (with 4WD experience beneficial). Full licence preferred, but not essential

Desirable (competencies, qualifications, knowledge and experience)

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

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.

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