

## Position Description

### HOL artisan-teacher

Hands On Learning (HOL) is a program designed to engage 'at risk' young people with school and their local community. HOL is an early intervention program for students across Years 7-10 in secondary schools, and across Years 5-6 in Primary Schools, and has been shown to significantly increase confidence, attendance, and retention of students. Participating students spend one full day each week as part of a HOL team where they are able to take part in creative building projects that benefit the school and local community. The program is long term and delivered in a cross-age supportive environment where role modeling, positive feedback and mentoring are found to be highly effective. As an in-school program, students remain connected with their academic-based curriculum the remaining four days of the week.

HOL values open communication and respect, and actively encourages the building of a deeper understanding of the educational context for the individual. Because participation in the HOL is a journey of personal growth for participants, staff are similarly required to model exploration of their own personal growth and professional development as part of the role of a HOL artisan-teacher.

Each HOL school is supported by the charity Hands On Learning Australia (HOLA), who provide regular training and ongoing support to HOL teams. As a result HOL artisan-teachers work closely with the HOLA support team as well as the school leadership to plan, design and implement HOL projects. The HOL artisan-teacher must have strong interpersonal skills to foster a learning environment that takes into account the individual needs of students. The HOL artisan-teacher role requires a reasonable level of competency in using computers for maintaining records, they must work effectively as part of a team to support the management of student behavior, and liaise with internal/external school support services to support students to build pro-social skills and behaviours.

#### **1. Position Objectives**

- a. Supporting young people through the founding of strong relationships that keep students connected to school and modify negative student behaviours.
- b. Development and delivery of appropriate HOL projects.
- c. Maintenance of appropriate records and collecting evidence to document student progress.
- d. The implementation of key elements of the HOL model of educational support to ensure the consistent delivery of a quality program.

#### **2. Key Selection Criteria**

- a. Experience and/or qualifications relevant to working with disengaged students.
- b. Demonstrated strong interpersonal communication skills.
- c. Demonstrated experience in working effectively in a team environment.
- d. Demonstrated capacity to deal with difficult behaviours and respond to the individual needs of students.
- e. Demonstrated capacity to plan and deliver construction based projects.
- f. Demonstrated ability to maintain detailed records.
- g. Demonstrated commitment to the values of HOL.

### 3. Specific Responsibilities

<b>Responsibilities</b>	<b>Description</b>
<i>Personal &amp; Professional Development</i>	Attend regular HOL Cluster & Professional Development meetings. Participate in performance review & respond appropriately to constructive feed back.
<i>Professional Service Delivery</i>	Act in a professional manner at all times when dealing with internal and external services. Maintain appropriate confidentiality - both organizationally regarding students. Provide supervision to students maintaining safety and duty of care. Communicate in respectful and polite manner at all times. Following through with key tasks, maintaining focus on role and responsibility. Comply with HOLA and Departmental policy and procedures for programs & students.
<i>Administration and Documentation</i>	Ensure that all documentation is accurate and completed in a professional and timely manner. Complete HOL reports for students each semester. Complete documentation connected to school procedures. Maintain accurate records and data on students. Attend regular school meetings.
<i>Technical Skills and Application</i>	Technical skills and knowledge of applied learning principles relevant to HOL delivery. High-level interpersonal skills to actively mentor and support disengaged students to engage with the learning process. Professional communication with key school staff on student progress. Implement school systems to support appropriate identification of students for HOL. Demonstrate technical building skills to students. Model respectful teacher / student relationships as part of Unqualified Positive Regard. Implementation and communication of focus plans to the wider school community. Working with key school staff to conduct an intake process.
<i>Team Work and Communication</i>	Open and timely communication in order to provide clear detailed information to the HOL team and the wider school community. Open communication as part of teamwork and collaborative work practices. Plan & organize time so that HOL program delivery is prioritized over other tasks. Lead HOL participant teams of students in successful completion of tasks.
<i>Continuous Improvement</i>	Participate in OH&S activities to ensure safe work environment. Completion of formal accredited Departmental training. Completion of relevant OH&S certification.

### 4. Accountability

The HOL artisan-teacher is employed by the school to deliver the HOL program and so are subject to Department of Education employment conditions and work expectations and must have a current Working with Children Card. The school principal will nominate a supervisor whom the HOL staff are directly accountable to, with day-to-day running of HOL being supervised and monitored by student wellbeing co-ordinators (or similar).

HOL artisan-teachers are expected to maintain contact with, and actively participate in activities organised by HOLA, as part of the ongoing partnership between the school and HOLA. The HOLA team offers advice, professional development, and other support to HOL artisan-teachers. In addition, HOLA provides regular progress reports to the Principal to maintain clear and transparent accountability to HOL schools.