

Position Description: Hands on Learning: Artisan-teacher

Role Purpose

BACKGROUND

About 40 per cent of Australian students are regularly disengaged at school. Hands on Learning (HoL) (handsonlearning.org.au) is an innovative school-based program that uses a variety of practical projects to re-engage students in their education and with their school and community, increasing attendance and student achievement by building personal and social skills and supporting the different ways young people learn.

Working with ten students per day, artisan-teachers support students to complete significant, yet basic, building, landscaping, public art, food preparation and team building activities. Established in Frankston, Victoria in 1999, HoL is currently operating in over 100 schools in Victoria, New South Wales, Queensland, and Tasmania. The program is delivered in primary, secondary, alternative and special school settings.

HoL supports student across Years 3-11, and has been shown to significantly increase confidence, attendance, and retention of students. Participating students spend a day each week as part of a HoL team where they participate in real and meaningful creative 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.

Schools running HoL are supported by Save the Children's School Support team, who provide training and ongoing support to HoL artisan-teachers. The HoL artisan-teacher must have strong interpersonal skills to foster a learning environment that considers the individual needs of students.

The HoL artisan-teacher role also requires competency using Microsoft Excel for maintaining records and to be able to work effectively as part of a team to support the management of student behaviour. This role requires the artisan -teachers to liaise with school support services such as the wellbeing team to support students to build pro-social skills and positive behaviours.

THE POSITION:

Key Areas of accountability

- supporting young people through the development of strong relationships that keep students connected to school and promote positive student behaviours.
- Developing and delivering real and meaningful HoL practical projects.
- Maintaining appropriate records and collecting evidence to document student progress.
- Implementing the key elements of the HoL model of educational support to ensure the consistent delivery of a quality program.
- Building business and community connections to foster local community project opportunities.

Person Specification

Essential knowledge and experience

- Demonstrated strong interpersonal communication skills.
- Demonstrated experience in working effectively in a team environment.
- Demonstrated capacity to deal with difficult behaviours and respond to the individual needs of students.
- Demonstrated commitment to the HoL philosophy and fundamental elements of the methodology.
- Demonstrated capacity to plan and deliver creative and/or construction-based projects.
- Demonstrated ability to maintain detailed records.

Desirable qualifications, knowledge or experience

- Experience and/or qualifications relevant to working with school students in a school setting and/or
- A sub-major study in a trade specialist area; or
- Industry or Vocational Education and Training (VET) qualifications equivalent to Certificate IV or higher in the specialist area; or
- Certificate of proficiency in a relevant trade area; or
- Completion of an accredited 'Course in safe use of Machinery for Technology Teaching' (woodwork and metal work) or State equivalent
- Awareness of the qualifications needed to teach students how to use restricted tools within the school environment as set by the Education Department
- Awareness of Child Safeguarding

Specific responsibilities

Responsibilities	Description
Personal and professional development	<ul style="list-style-type: none">- Attend HoL regional professional development meetings run by the School Support team- Participate in performance reviews as outlined by the school
Professional service delivery	<ul style="list-style-type: none">- Act in a professional manner always when dealing with internal and external services/groups- Maintain appropriate confidentiality – both organisationally and regarding students- Provide supervision to students maintaining safety and duty of care- Communicate in respectful and polite manner- Follow through with key tasks- Comply with the school and Department of Education policies and procedures- Participate in OHS safe work practice to ensure a safe work environment
Child safeguarding	<ul style="list-style-type: none">- Safeguard children's rights and act in the best interests of children at all time

	<ul style="list-style-type: none"> - Comply with the school’s child safeguarding and protection policies and standards – this will require police and reference checks - Maintain a child safe environment at the Hands on Learning worksite - Respond to any concerns for the safety or wellbeing of a child in the program in accordance with internal school reporting processes
Administration and documentation	<ul style="list-style-type: none"> - Ensure that all documentation is accurate and completed in a professional and timely manner - Complete HoL reports for students as required by the school - Complete documentation connected to school procedures - Maintain accurate data and records on students - Attend required school meetings
Technical skills and application	<ul style="list-style-type: none"> - Technical skills and knowledge of applied learning principles relevant to HoL delivery - High-level interpersonal skills to actively mentor and support disengaged students - Professional communication with key school staff on student progress - Demonstrate technical creative/building skills to students - Model respectful teacher/student relationships - Implementation and communication of Focus Plans within the program and the wider school community - Working with key school staff to conduct the student referral/intake process
Team work and Communication	<ul style="list-style-type: none"> - Open and timely communication to provide detailed information to the HoL School Support Team and the wider school community - Open communication as part of teamwork and collaborative work practices - Lead the HoL team of student in successful completion of tasks
Continuous Improvement	<ul style="list-style-type: none"> - Attend any professional development opportunities/requirements provided by the School and/or the HoL School Support Team. Such as: OH&S training, program methodology, effectively supporting students and child safe guarding

Accountability

The HoL artisan-teacher is employed by the school to deliver the HoL program and is subject to their employee’s conditions and work experiences. The School Principal will nominate a supervisor/line manager to whom the HoL artisan-teacher is directly accountable, with the day to day running of HoL.

HoL artisan-teachers are expected to maintain contact with Save the Children’s HoL School Support team, and actively participate in activities organised by the HoL School Support team, as part of the ongoing partnership between the school and Save the Children. The HoL School Support team offers advice, professional development, and other support to HoL artisan-teachers, along with regular progress reports to the Principal to maintain clear and transparent quality assurance accountability to HoL schools.