



# ENGAGEMENT OFFICER



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As an independent, co-educational, CARE (Curriculum and Reengagement in Education) School, Alta-1 is a Christian organisation which works with students from years 7-12. We work with at risk young people providing them with wrap around support as they go on a journey of transformation to discover their unique sense of identity and purpose. We are fully committed to their **safety, wellbeing and welfare at all times.**

Recognising that our young people learn best when they feel **connected**, Alta-1 prides itself on being a place of belonging; fostering deliberate connection, safety and community relationship, all in the pursuit of individual self-discovery.

As a member of our regional staff, you will be part of a **team involved in a program within the region**, working together to create a compassionate environment that is conducive to student transformation.

*We believe in  
changing lives –  
one at a time.*



## PLAYING TO YOUR STRENGTHS

Your positive energy and ability to build deep connections quickly will be an asset in this role. You are patient and don't give up when students push you away, you persevere and find different ways to connect with each student.

You are resilient with the ability to work gently and purposefully with highly traumatised students. Your high relational intelligence guides you as you work to win each student over. Your ability to adapt to what they need is essential in building strong, trust relationships.

You provide both emotional and practical support to students at a time when they are most vulnerable. Your ability to encourage, guide and mentor these students will be tested and stretched. The student needs are varying and you will need to be flexible in your approach to each one.

You are part of a multi-disciplinary team, all working together for the good of the students. Your ability to engage with colleagues and share important information about the students as necessary, is key to your success in this role.



## YOU'LL KNOW YOU'RE SUCCESSFUL WHEN...

- Students trust you and are open to allowing you to help them become better equipped to handle the practical side of life.
- You see your students achieving goals that they have set.
- Your students can demonstrate life skills that you have taught them.
- Parents and families trust you to keep them informed and call on you for help when communication issues arise.
- External agencies are willing to work with you and share pertinent information about the students to assist with referrals, etc.





## HERE'S WHAT YOU'RE RESPONSIBLE FOR...

You are the **person who supports the students in building practical life skills**. You encourage them to believe in themselves and help them learn how to become a self-advocate, successfully crafting their own future pathway. Your role will include but may not be limited to, activities such as:

### PRACTICAL STUDENT AND PROGRAM SUPPORT

- Equipping students with practical life skills that set them up for the future, such as cooking classes, budgeting, confidence building and personal hygiene.
- Creating engagement opportunities that support Personal Recovery activities, for example tactile learning and experiences that help students to manage real life situations.
- Assisting with school transitions – sitting in class with the student for several hours to help them settle in and taking the time to visit students once they are on campus to maintain the relationship.
- Conducting home visits and sourcing support for family needs such as food hampers, transport facilitation, welfare checks etc.
- Transporting students to and from classes, court appearances, hospital appointments, etc. and ensuring they are dropped back at home or parent-approved safe spaces.
- Assist with finding work placements for students.
- Organising therapeutic services for students and families including referrals to outside counsellors/service where necessary.

- Supporting students to develop an education pathway into a mainstream campus or Alta-1 campus.
- Liaising with Learning support on designing individualised student Documented Plans.
- Scaffolding the delivery of Alta-1 courses to make them relatable and understandable for students.
- Maintaining community and agency partnerships.
- Facilitate students to access the supports and educational opportunities available to them.

### EMOTIONAL STUDENT SUPPORT

- Becoming a safe person for the student by intentionally building relationship.
- Coaching students through issues with their families and friends, teaching them how to better manage conflict
- Being a sounding board for the students.
- Helping students to be accountable for their time and develop integrity in all that they do.
- Teaching students how to create and maintain healthier relationships.
- Helping students to identify and remove barriers to their future pathways.
- Facilitating better communication between students and their families.
- Providing pastoral care for students through continued conversations.
- Assisting in the of development of draft Documented Plans.
- Assisting with data collection of student profiles.

### ADMINISTRATION

- Facilitating clear communication between students, staff, parents and other agencies.
- Conducting student/parent interviews and meeting about progress or behaviour.
- Writing risk assessments and excursion documentation to ensure risk are covered.
- Conducting pre-enrolment calls and meetings.
- Capturing detailed student notes in SEQTA.
- Attending weekly staff meetings.
- Keeping vehicles and meeting spaces clean.

### LIAISING WITH EXTERNAL AGENCIES

- Meeting with multiple agencies to manage student referrals.
- Networking with multiple agencies such as Juvenile Justice, Department of Communities, police, youth services etc.

### Extra curricula activities as and when required.





## YOUR OPPORTUNITIES TO GROW

At Alta-1 we believe in cultivating a work environment that encourages personal and professional growth. We want to see our staff and students thrive through:

- Mandatory Professional development activities.
- Professional development activities arranged by self, according to interest and professional improvement, as negotiated with your Regional Principal.



RELATIONSHIP



TRANSFORMATION



FLOURISHING