

Job Description: Transition Project Facilitator

Reporting to: Project Lead RTLB, Cluster Manager

Location: West Auckland, Cluster 5

Length of Employment: This is a Fixed Term position subject to the continuation of the project. The facilitator position starts in Term 1 2022 and will be reviewed in Term 3 2023.

Hours: 40 hours a week.

Overview:

The Transition Project Facilitator will work with a team of Resource Teachers Learning and Behaviour (RTLB). RTLB Cluster 5 serves 54 schools in the West Auckland area. We are specialist itinerant teachers who “work with schools, other agencies and service providers to identify local needs and resources, and plan support based on the evidence of what works, to best support children and young people to learn,” (MoE, 2021). The core principles of our mahi include: being collaborative, culturally affirming and responsive, strengths based and inclusive, and evidence informed, using an ecological approach.

The transition programme is a new initiative which aims to provide support for rangatahi identified as at risk of disengaging from school during the transition from year 8 to year 9. This transition is often a tricky journey for many students and their whānau. Some find it exceptionally difficult to navigate their learning in the new environment which is often a larger school, with multi-layered systems as well as with more students and teachers.

This programme aims to provide vulnerable and at-risk students with an ongoing connection to a facilitator who will support them and their whānau to adapt to the new school and establish new relationships.

Key Responsibilities:

- Establish and maintain positive relationships with rangatahi, their whānau and schools.
- Collaborate with RTLB Project Lead to identify barriers and enablers to student success, and design activities to address these.
- Facilitate delivery of the programme, running weekly group sessions with small groups (up to 10). This could also include additional support from an RTLB.
- Use an inquiry approach to regularly reflect on sessions and plan next steps with Project Lead.
- Meet 1:1 with rangatahi when required, to provide additional support.
- Liaise regularly with Project Lead, liaison RTLB, key school personnel (SENCo, LSC, Year 9 Dean), and whānau.
- Facilitate whānau meetings all together and/or individually.
- Advocate on behalf of rangatahi with a variety of professionals including social workers, teachers, deans, SENCos etc.
- Facilitate access to support from external agencies, for rangatahi and their whānau.
- Keep clear, accurate and up-to-date records within required timeframes.

Skills and Experience:

- Understanding of educational settings, and experience working within these.
- Experience working with rangatahi who have complex needs, and with their whānau.
- Understanding of culturally responsive practice and the ability to work in a culturally responsive way, especially with Māori and Pasifika.
- Experience working collaboratively with a variety of professionals, agencies and community groups.
- Experience working one to one and facilitating groups, to support young people with goal setting, social skills, self-regulation and wellbeing.

- Ability to use appropriate positive behaviour strategies when faced with challenging situations with young people.
- An understanding of trauma informed practice.
- Strong interpersonal communication skills.
- The ability to communicate clear expectations and boundaries with warmth, firmness and respect.
- The ability to talk and listen to young people without passing judgement or allowing professional boundaries to be compromised.
- Effective written and oral communication skills

Personal Attributes:

- Alignment with the RTLB principles of inclusion, cultural responsiveness, collaboration, ecological, evidence informed and strengths based approach.
- Reliable, responsible and well organised
- Adaptable and flexible
- Resilient and positive
- Energetic, enthusiastic with a sense of humour
- Confident
- Innovative and creative
- Good problem solving skills
- Ability to remain calm under pressure
- Honest, ethical and able to maintain confidentiality

Qualifications:

- Level 4 qualification or above in youth work, social work, education, counselling, health, or a related area.
- Full New Zealand Driver's licence and own vehicle are required.

Suitable applicants will undergo police vetting and will be required to provide proof of Covid-19 vaccinations. Applications are due no later than Wednesday 24th November 2021.

Ministry of Education, 2021.

<https://www.education.govt.nz/school/student-support/special-education/resource-teachers-learning-and-behaviour-service/>