Assumption College Kilmore
Catholic Identity: Immersion Assistant

Mary courageously said ‘Yes!’ to all that God promised. Like her, we seek to witness, and nurture in all, a passionate and compassionate spirituality through which Jesus is known and loved.

POSITION DESCRIPTION
The Immersion Assistants assist the appointed staff to prepare for, facilitate and review the annual immersion to Timor Leste. The role provides the opportunity for a recent past student of the College to accompany the immersion group and to share the experience of supporting our students in their experience of life in a developing country. The Immersion Assistant will be supported by ACK staff, and will be expected to assist with organisation, supervision and appropriate emotional support of the students. This is a great opportunity for someone looking to build a strong resume for future employment and to continue their Marist journey.

Reports to: Principal
Collaborates with: Members of the Faith Team
Immersion staff
Immersion students and their families.

Contract: The Immersion Assistants (2) will be required to attend two preparation days for the immersion and the entirety of the immersion itself. Their expenses for attending the meetings and immersion will be fully covered by the College.

Responsibility as a Member of the Catholic Identity Team
- Actively articulates the school’s vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- Is active as an individual, or as a team member, to work towards the success of the school’s Strategic Plan, providing support, stimulus and action as necessary.
- Communicates and exemplifies to staff correct procedures and processes.
- Contributes to the development of College policies and procedures.
- Seeks professional development to further his/her understanding of the mission of Assumption College.

Duties of the Immersion Trainee
- Support the teaching staff to plan and facilitate the student Timor Immersion.
- Assist with the organisation and debriefing of students each day of the immersion.
- Work with staff to ensure that the duty of care of students’ is attended to.
- Be involved in the various activities throughout the immersion and look for ways that the experience of the students can be enhanced.
- Report any concerns (physical, social, emotional, spiritual) to the staff members, and under their direction, provide for the needs of students.

Key Selection Criteria
- Well-developed interpersonal skills, and the ability to form safe, responsible and appropriately supportive relationships with students.
- Physically healthy.
- Studying (or recently completed) teaching degree or degree in a medical field.
- A passion for social justice and knowledge of Catholic Social Teaching.
- Has travelled in a developing country (preferred)
- Comfortable with discussions of spirituality.
- Demonstrated resilience in challenging circumstances.
- First Aid trained (preferred)

**Occupational Health & Safety**

The Immersion Assistant will:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;
- Encourage colleagues and others on the worksite to adhere to safe work practices;
- Support and contribute to the improvement of safe systems of work and safe work practices;
- Participate in relevant OHS&W training programs;
- Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school’s OHS&W policies and procedures;
- Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
- Correctly use any equipment provided for health and safety purposes;
- Follow reasonable instructions given by the school in relation to health and safety at work;
- Support the consultative processes for managing OHS&W, when opportunities arise.