

Facilitator – Redan Work Experience and Enterprise Program

Role Description and Framework

Position Purpose:

The position of Facilitator – Redan Work Experience and Enterprise Program (RWEPP) will work at the Aspect Western Sydney School to actively support students in making decisions about their future based on their strengths, interests, and employment aspirations.

The role involves developing and supporting students in Stage 5 & 6 in realising their potential and building their knowledge, employability, enterprise skills, confidence, and readiness to transition to post-school employment and/or study.

The role involves leading students in their post school planning. Working closely with families and class teachers to actively seek relevant opportunities for students. The RWEPP Facilitator will establish partnerships with external stakeholders to provide learning experiences and networks for students that support their post school plans.

Location:

The role will work from Wetherill Park site Aspect Western Sydney School for all tasks unless at a Satellite class for direct interaction with students/teachers/family or at relevant work experience. The role requires attendance at Wetherill Park for the commencement and conclusion of each day unless agreed upon in the daily work plan.

Reports to:

Satellite class Coordinators / Principal

Position Requirements and Expectations:

- create post school plans and pathways to Stage 5 and 6 students for success in achieving their post-school goals
- provide work experience program opportunities aligned to students' strengths interests and readiness
- provide access to learning experiences and events that build students' knowledge of the world of work and study post school
- support students in preparing student portfolio and curriculum vitae to support employment goals
- plan and organise the Aspect Western Sydney work experience timetable and opportunities in conjunction with each student's learning program
- regularly collaborate with parents/carers, students, and teachers to plan, implement, and monitor post school goals to ensure a successful transition to post-school employment and/or study

- supervise and direct Teacher's and Teachers' Aides who support the work of RWEEP
- prepare, document, and approve RWEEP applications to ensure the safety and wellbeing of students as they participate in all facets of the RWEEP in accordance with Aspect procedures and policies (Risk Assessments, Insurance and Working with Children Checks, verifications of employees, student placement forms). This includes completing spreadsheets and having all documents completed and approved 2 weeks before the start date of any experience
- create pre and post surveys for students when completing work experience opportunities and immersion days
- organise targeted training opportunities for students to include career strategies, resume writing, interview techniques and personal presentations
- research, promote and procure career focused courses, both online and bespoke programs to engage and inspire students
- complete termly RWEEP Reports to outline achievements and milestones along with financial acquittals to the Redan Foundation and Aspect Philanthropy Team
- attend IP meetings for students in Yr 9, 10, 11 and 12
- report to the Principal through the nominated Coordinator to regularly seek support and approvals for internal resourcing and planning requirements in support of the operational needs of the school
- ensure that programs and resources are maintained within the final budget framework
- complete a detailed daily work plan and have a work calendar completely up to date and available to Satellite class Coordinators / Principal. Daily work plan needs to be approved the week before by the nominated coordinator. The daily work plan needs to be submitted by 5pm on the Thursday of the week before. If changes need to be made, then the new work plan needs to be submitted immediately.
- liaise with relevant staff who are involved in work experience by providing them with details of where they need to be, time etc.
- document evidence of evaluations of each day of work experience
- document evidence of conversations with students, families, and teachers
- utilise various career platforms and relevant subscriptions that the school has purchased. Promote access and utilisation of these with the students, families, and staff
- establish partnerships with pre-employment agencies and programs actively working to extend these and widen Aspects profile in the post-school disability and mainstream sector
- attend relevant vocational and disability post school focused network meetings as
- write an annual report of what has been achieved throughout the funding period

The role/role description is subject to ongoing review given its evolving nature in the context of changing student and program needs. The incumbent will require flexibility and adaptability and will be required to undertake other additional or reasonable duties relating to this program as directed by the Principal or Coordinator.

This is a temporary appointment for a duration of 6 months (Terms 1 & 2, 2025). The successful applicant may not be retained beyond this period and would be required to resume classroom teaching duties at one of our school sites, in accordance with the operational needs of the school. This allows another member of the WS teaching team the opportunity to experience this role.



Framework

This Framework is to be used in conjunction with the Position Requirements and Expectations on what is expected for each of the main areas to this role. This Framework is subject to change as the needs of the students and the program changes. If you feel that there is an area that needs to be added to this Framework, then please let us know.

Students:

- Attend all IP meetings and IP Review meetings for Stage 5 and Stage 6 students to discuss students. Participate in discussions with students on what they would like to pursue for Work experience opportunities based on their strengths and interests.
- Complete students google forms for all communication about the student. This includes staff, family and tasks undertaken when working with each student
- Analyse google form results from the work experience opportunities and liaise with staff if needed.
- All emails involving students need to have the class teacher and coordinator of the class included
- In Term 1 and when new students enrol, all Stage 5 and Stage 6 students up on the Job Jump platform.
- Support students in preparing student portfolio and curriculum vitae to support employment goals

Immersion and Work Experiences:

- Timetable one immersion experience per term
- Each student in Yr 10 and Yr 12 to have one week or 5 days of work experience based on their strengths and interests each calendar year
- Each student in Yr 11 to have two weeks or 10 days of work experience based on their strengths and interests each calendar year

Administration:

- Complete Redan reports due **Friday Week 9 of each term**. These reports are to include both information and photos
- Complete a detailed day plan at the end of each day and have calendar up to date at the end of each day for the coming days / weeks. Planned activities for the daily work plan to be submitted to the nominated coordinator the Thursday of the week beforehand by 5pm
- Complete the tracking spreadsheet for all work experience and Immersion days. All documents completed and approved 2 weeks before the start date of any experience

- Complete work experiences feedback forms for individual work experience opportunities for students
- Create pre and post surveys for students when completing work experience opportunities and immersion days
- Supervise and direct Teacher's and Teachers' Aides who support the work of RWEPP this includes Work Experience opportunities and Immersion days
- Create a calendar overview of proposed Work Experience and Immersion days for the year

External Stakeholders:

- Create a database of companies that have been approached by the school even if the company was not interested.
- Establish partnerships with pre-employment agencies and programs actively working to extend these and widen Aspects profile in the post-school disability and mainstream sector
- Attend relevant vocational and disability post school focused network meetings as required
- Regularly collaborate with parents/carers to plan, implement and monitor post school goals to ensure a successful transition to post-school employment and/or study.