

Position Description – Student Development Intern

Position Details

Position Title: Student Development Intern

Position Number: NA

Location: Essendon campus, with frequent travel to other campuses

Employment Type: Intern

Time Fraction: 0.2

Commencement Date: 11/07/2022

The Academy

Our Vision: To passionately engage students in their education, leading to a life they love.

The Academy is learning institution that provides leading edge education programs secondary students in years 11 and 12 with a passion for sports, particularly AFL. It provides full-time education and training programs that fit the specific needs of emerging athletes.

Using an innovative approach, we're preparing Australia's boys for a future that's built on their passion. The curriculum at The Academy is tailored in a way that allows students to take a proactive approach to their education. Designed for more practical learners (largely athletes), we're removing the stigma associated with VCAL and providing real-world education that is the key to our students' success.

Position Summary

Purpose: Providing support to the Student Experience and Pathways department, the Student Development Intern will develop skills and knowledge through experiences related to facilitating wellbeing support for students; contributing to students' career and pathway planning; and delivering community engagement projects and initiatives.

The Student Development Intern will be provided direct training and resources to allow them to work both supervised and autonomously in these roles. This opportunity is particularly well-suited to anyone wishing to develop their interpersonal and administrative skills in an educational environment.

Reporting Line

Reports to: Head of Student Experience and Pathways

Key Accountabilities

Student Development Intern

- Interact positively, both face-to-face and via electronic communications, with students and families of The Academy, providing general support and information where appropriate.
- Monitor and report on various student data sources at The Academy (e.g. attendance, wellbeing, and academic completion, etc.) and escalate where required.

- Plan and coordinate small-scale student and community engagement events at The Academy (e.g. family afternoon tea events, student celebration days, etc.)
- Participate in the career and pathway development of students under the supervision and guidance of the Head of Student Experience and Pathways.
- Support administration processes that relate to the student experience at The Academy (e.g. distribute Student Welcome Packs, update data dashboards, etc.)

General

- Maintain strict confidentiality and do not disclose sensitive information
- Access and process personal and sensitive information in accordance with data protection and privacy laws
- Carry out responsibilities in a way that protects the safety and security of information (For example, safe storage of electronic and paper records, secure disposal of records, strong password protection, handling unsolicited mail cautiously, reporting any breaches, etc).
- Keep abreast and comply with statutory requirements regarding safeguarding of children, ensuring the safety and promotion of children's welfare, and immediately reporting any concerns to the Directors.
- Comply with The Academy's policies and procedures at all times
- Other duties and requested

Placement Learning/Outcomes

- Develop critical interpersonal skills to support working with people from diverse backgrounds.
- Be able to interpret and report on different sets of data and make recommendations based on findings.
- Become confident in carrying out administrative tasks and duties in an educational environment, including event planning and management.
- Develop a foundational understanding of key career development and life planning theories and skills.

Key Selection Criteria

Essential

1. Confident written and verbal communication skills with the ability to draft professional communications to various audiences.
2. Strong interpersonal skills with the ability to engage and interact with a variety of people, particularly senior school-aged people and their families.
3. The willingness to develop skills and knowledge in career development theory and practice.
4. An ability to work both independently and under supervision.
5. Strong ITC skills
6. A current Victorian drivers license and the ability to travel to The Academy's regional campuses.
7. Willingness to adhere to The Academy's core values.

Preferred

1. Knowledge of Australian Rules Football and/or the AFL Framework.

Qualifications

1. Currently completing, or recently completed, tertiary-level studies in education, social/community work, sports management or equivalent.

Note: Appointment to this position is subject to passing a Working With Children and Police Check.

To apply, please send your resume and cover letter to Adam White, Head of Student Experience & Pathways, at adam@theacademy.com.au

Endorsed	Signed _____ Name: _____ Title: _____ Date: _____
Approved	Signed _____ Name: _____ Title: _____ Date: _____