



# Position Description

## Curriculum Coordinator - Associate Head of Campus

*Teaching qualifications and experience*

<b>Flexible Learning Centre</b>	St Joseph's Catholic Flexible Learning Centre
<b>Network</b>	EREA Youth+ Central West Flexi Schools Network
<b>Location</b>	Alice Springs – Northern Territory
<b>Salary or Award</b>	In accordance with <i>the Catholic Schools (Northern Territory) Collective Enterprise Agreement 2014 – including POR 4</i>
<b>Employment Status</b>	Full-time
<b>Commence</b>	Term 2 2019, or as negotiated
<b>Appointment</b>	Three (3) Years. One further two (2) Years appointment, subject to the position continuing and satisfactory performance reviews.
<b>Probation Period</b>	6 Month Probation.
<b>Reviews</b>	In the first contract period – a formative review at the end of first year and a summative review in the second half of the final year. Further appointment will have a summative review in the second half of the final term.
<b>Report</b>	Campus Principal/Network Principal

***Suitably qualified and experienced Aboriginal and Torres Strait Islander people, are encouraged to apply.***

### Background:

Youth+ is an initiative of Edmund Rice Education Australia. EREA Youth+ services including Flexible Learning Centres (FLCs) offer a full-time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the Youth+ services respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA Youth + services provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

St Joseph's Catholic Flexible Learning Centre is a Catholic School in the Edmund Rice tradition. It is a diocesan school and is part of the Diocese of Darwin and the Northern Territory Catholic Education Office. There is a strong focus on literacy and numeracy skills in an integrated learning framework. Engagement activities including outdoor education, sport, art, music, cultural connections are also an integral part of the daily offerings.

Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and these may include:

- Those who have had contact with the juvenile justice system;
- Those in the care of the Office of Children and Families;
- Those with a history of trauma;
- Those with a history of extended periods of unexplained absences;
- Those who are highly mobile;
- Those with mental illness or at risk of engaging in self harming behaviours or substance abuse;
- Those who have been excluded or repeatedly suspended from school;
- Those who are homeless;
- Those who are young parents;
- Those with a generational history of early school leaving; and
- Those with a generational history of unemployment.

See [www.youthplus.edu.au](http://www.youthplus.edu.au)

### **Primary Role:**

The Associate Head of Campus reports to the Campus Principal and Network Principal. This position exists to provide leadership support across the site. This leadership role is broad in its scope and focus across the total operations of the site, with a particular responsibility for leading the development of the teaching and learning program, including VET project based learning, suitable for disenfranchised young people, as aligned to the NT Certificate of Education and Australia Core Skills Framework.

### **Qualifications:**

- Previous experience in diverse educational environments expected.
- At least 3 years' experience in Middle Management within a school or a Leadership role is essential. The Associate Head of Campus is required to demonstrate leadership involving self-directed application of knowledge with substantial depth in education and youth practices.
- Tertiary qualifications in Teaching with eligibility for teacher registration with Northern Territory Teacher Registration Board.
- OCHRE Card - working with children clearance is essential.
- Current Drivers Licence, essential – with Light Rigid, highly desirable.

### **Principles of Operation (Respect, Participation, Safe and Legal, Honesty):**

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty. This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation Statement, by following the link below.

<https://youthplusinstitute.org.au/wp-content/uploads/2018/02/EREA-Youth-Foundation-Statement.pdf>

## **Duties and Responsibilities:**

The Associate Head of Campus reports to the Campus Principal. Typical duties and responsibilities include but are not restricted to the following:

### **1. Provide support and leadership to the development of educational programs for Young People:**

- Support staff in the development, delivery and innovation of the holistic curriculum to support positive educational and wellbeing outcomes for our young people.
- In collaboration with the team ensure each Young Person has a current Personal Learning Plan (PLP) through which his/her engagement, educational and transition program is negotiated.
- Work collaboratively with the team to ensure program provision is culturally appropriate.
- Work collaboratively with the team to ensure the educational program offers each Young Person appropriate accredited and non-accredited learning opportunities to meet individual needs that supports their learning pathway and general capability development with a focus on project based learning.
- Support staff in the development and delivery of differentiated curriculum to meet the needs of Young People, according to the NCCD requirements.

### **2. Develop and coordinate appropriate educational measurement and reporting procedures:**

- In collaboration with the Head of Policy and School Improvement, develop appropriate testing, measurement, analysis and reporting of student educational outcomes using programs and standardised tools.
- Work collaboratively with the school and Network team to use the relevant data to measure the effectiveness of the teaching and learning programs that support the engagement and connection of Young People to learning.

### **3. Participate in, and lead program provision to enhance our Youth+ practice in an inclusive learning environment:**

- In collaboration with the Campus Principal, ensure the school operates within the EREA Youth+ framework of Common Ground and Operation by Principle (Respect, Safe and Legal, Honesty and Participation). This includes modelling and supporting practices within this framework, ensuring common ground operation with Young People is consistently and genuinely applied.
- Develop and support processes and practices which empower the genuine voice of Young People in the operation of the school.
- In collaboration with the team, support Young People in their transition into the school.
- In collaboration with the team, support Young People in developing pathways to transition to the next phase of life/learning/employment.
- In collaboration with the team, support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of Young People.
- Participate in and lead the daily routines and activities of the FLC e.g. morning meetings, lunch, electives, outings and camps.
- In collaboration with staff, support and develop cultural links, community and family connections, to assist the engagement and connection of young people to learning and the wider community.

**4. Team participation/multidisciplinary practice:**

- In collaboration with the Campus Principal and Central West Network Team, develop and lead a culture of professional support and renewal for staff.
- Support colleagues in their professional development through informal and formal processes.
- Lead regular whole team reflective practice sessions including daily staff debrief.
- In collaboration with relevant Indigenous staff, facilitate the inclusion of Indigenous perspectives within learning programs.

**5. Professional Development:**

- Participate in regular professional supervision.
- Participate in performance review and support processes within EREA Youth+.
- Participate in professional development activities relevant to both the FLC program and your own personal and professional growth.
- Provide professional learning opportunities for colleagues using strategies such as, professional learning communities, team teaching, mentoring and coaching.
- In collaboration with the Campus Principal and Network Leadership Team, coordinate/support staff attendance/participation in professional learning and formation, which is aligned to the site's Strategic Plan, EREA Directions and Youth+ practice.

**6. Ensures child safety procedures are established and implemented according to policy in consultation with the Campus Principal and Network Principal:**

- Assist staff to work with practice, policy and procedures, relating to child protection.
- Submit child protection notifications as required, through the EREA process.
- Provide a support service to staff and Young People dealing with issues of child protection.

**7. Administrative Leadership:**

- Maintain appropriate records and prepare reports as required.
- Support the Campus Principal in overseeing the processes for effective administration of the FLC including:
  - student database operation for attendance, academic and wellbeing outcomes;
  - timetabling and reporting; and
  - data capture for reporting to various educational and Government authorities.
- Work in collaboration with the Campus Principal to:
  - administer enrolment procedures in accordance with the Enrolment Policy; and
  - engage parents, carers and the community, keeping them involved and informed.
- Act for the Campus Principal when he/she is away from Site.

Carry out duties that from time to time, may be assigned by the Campus Principal and/or Network Principal.



## Foundation Statement:

EREA Youth+ seeks to respond to the needs of young people disenfranchised and disengaged from education. They provide a place and an opportunity to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres are guided by the vision of Edmund Rice about the empowering service of education, to achieve personal and community liberation through educational experiences that enable transformation.

## Strategic Values:

Within our radical, social and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values through authenticity and integrity and are expressed through the life journey of its members.

### SAFETY

Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, security to take emotional and intellectual risks.

### RELATIONSHIP

Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.

### COMMUNITY

Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.

### TRANSFORMATION

We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible.

### ECO-JUSTICE

Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.

### Acceptance

I, (print name)..... have received, reviewed and fully understand the Position Description for the Associate Head of Campus. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature:..... Date:    /    /