

Job Description

Associate Head of Campus

Flexible Learning Centre	Geraldton Flexible Learning Centre
Network	EREA Oscar Romero Flexi Schools Network
Location	Geraldton – Western Australia
Classification	Teacher
Salary and Award	In accordance with <i>The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015; Salary Schedules July 2020</i>
Report	Head of Campus/Network Principal
Term	Contract

Aboriginal and Torres Strait Islander people are encouraged to apply

Background:

EREA Flexi Schools is an initiative of Edmund Rice Education Australia. The Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education program for young people who have disengaged from mainstream schooling. Young people typically express a broad range of complex education and social needs and the FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

Principles of Operation (Respect, Participation, safe & Legal and Honesty)

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice Guidelines, as articulated in the EREAFSN Historic Youth+ Foundation Statement and FLC, Occasional Papers (available on the website)

See www.ereafsn.edu.au - Publications for further information.

Primary Role:

The Associate Head of Campus reports to the Head of Campus and Network Principal. He/she has delegated responsibility to enhance, develop and maintain the education, wellbeing and social inclusion responses for Young People enrolled at Geraldton FLC. He/she provides leadership to the staff and the Young People, working collaboratively with the Head of Campus, Network Principal and Network Support Team. The Associate Head of Campus will have the primary responsibility in their role for innovative curriculum development, learning outcomes and administration processes. Other responsibilities will be negotiated at the time of appointment with the Head of Campus and Network Principal.

Qualifications: and Experience

All applicants will require:

- Tertiary qualifications in Education.
- Registration with the Teacher Registration Board of Western Australia.
- A minimum of 5 years' experience in the education profession is essential.

- Previous experience at curriculum leadership level – **highly desirable**.
- Post-graduate qualifications - **highly desirable**.
- A positive Western Australian Working with Children Clearance Notice.
- Experience in working with young people disenfranchised for mainstream education.
- The Associate Head of Campus is required to demonstrate leadership, involving self- directed application of knowledge, curriculum innovation with substantial depth in developing teaching and learning as well as leading data informed practice improvement in an educational setting.

Desirable:

- TAE Qualification.

Duties and Responsibilities:

The Associate Head of Campus reports to the Head of Campus. 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) and/or Individual Education Plan (IEP) 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.
- Support staff in the development and delivery of engaging programs with appropriate differentiation to meet the needs of Young People.

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 Head of Campus, ensure the school works within our practice framework of “Common Ground” and Operation by Principles (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 to 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 Head of Campus, 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 community organisations and 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 ORFSN.
- Participate in professional development activities relevant to both the FLC program and his/her 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 Site and/or Network Team, coordinate/support staff attendance/participation in professional learning and formation, which is aligned to the site's Strategic Plan, Flexi practice, EREA strategic directions, teaching and learning, and wellbeing.

6. Ensures child safety procedures are established and implemented according to policy in consultation with the Head of Campus 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.
- Develop and oversee 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 Head of Campus to:
 - Administer enrolment procedures in accordance with the Enrolment Policy;
 - Engage parents, carers and the community, keeping them involved and informed;
 - Participate in selection and recruitment processes for staff; and
- Act for the Head of Campus when he/she is away from the Campus.

8. Other identified duties specific to the role in this Flexible Learning Centre

Carries out duties and tasks that may be reasonably assigned by the Head of Campus and/or Network Principal from time to time.

Job Description Acceptance:

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

Signature: Date: