**Job Description – Teacher-in-Charge**

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| **Role Title** | Teacher-in-Charge |
| **Flexible Learning Centre** | Geraldton Flexible Learning Centre - Carnarvon |
| **Network** | EREA Oscar Romero Flexi Schools Network |
| **Location** | Carnarvon – Western Australia |
| **Report** | Head of Campus/Network Principal |
| **Classification** | Full-time 1.0FTE Permanent |
| **Salary and Award** | In accordance with *The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015; Salary Schedules June 2022.*  *A Position of Responsibility Allowance is included; along with Relocation Costs and Rental Allowance to be agreed upon.* |
| **Probation Period** | 3-month probation in accordance with the EBA |

***Aboriginal and Torres Strait Islander people are encouraged to apply.***

**Background:**

The Geraldton Flexible Learning Centre (GFLC) has been operating since 2010, providing a much-needed alternative option for education in the Midwest region of Western Australia. GFLC offers one of very few options available in regional WA for young people who have been disengaged from mainstream education. The Carnarvon Outreach Centre commenced in June of 2019.

Geraldton Flexible Learning Centre – Carnarvon 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](http://www.ereafsn.edu.au) - Publications for further information.

**Child Safeguarding:**

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse. EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people’s feelings of inclusion, participation and empowerment. You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working with Children Card. It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with your Head of Campus and with external agencies where required.

**Primary Role:**

The Teacher-in-Charge has the delegated responsibility from the Oscar Romero Flexible Schools Network Principal and Edmund Rice Education Australia for the day-to-day operation of the campus in keeping with the policies, procedures, guidelines and legislative requirements applying to the facility.

1. Provide leadership and supervision to the staff and young people of the campus.
2. In a teaching role he/she will plan and deliver specialist education services in a flexible learning environment with measurable and clear targets and monitor, evaluate and report on improvements in young person wellbeing and learning.
3. Develop a deep professional relationship with disenfranchised young people for education outcomes, family support, and community engagement within a trauma informed framework.
4. Work collaboratively with the FLC team to support the provision of culturally appropriate, accessible, quality education and engagement with community.

**Qualifications:**

**Essential:**

* Teacher Registration with the Teacher Registration Board of Western Australia.
* At least 5 years experience as a teacher.
* A positive Western Australian Working with Children Clearance Notice.
* Teachers from a primary/secondary school background.
* Current unrestricted Drivers Licence.
* The Teacher-in-Charge 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.
* Experience in working with Disenfranchised Young People.
* Experience in a leadership position - ***highly desirable.***
* Special Education Qualifications - ***highly desirable***.
* Outdoor Adventure Based Learning experience - ***highly desirable.***

**Skills and Knowledge:**

* Demonstrated skills and knowledge in teaching process, frameworks and practice.
* Ability to analyse complex situations and implementation of appropriate strategies to enhance the professional practice of teaching and non-teaching staff.
* Demonstrated capacity to work effectively as a member of a multidisciplinary team, to work collaboratively and establish and maintain professional relationships with all stakeholders.
* Experience in working with young people who have been disenfranchised from mainstream education.
* Experience in working independently, with a small team, as part of a larger multidisplinary team.
* Experience in leadership positions.

**Duties and Responsibilities:**

**Typical duties and responsibilities include but are not restricted to:**

* Lead and implement the principles and programs guided by the EREA pedagogy including the operation by principles (Respect, Honesty, Safe and Legal and Participation).
* Lead and support the planning and delivery of quality and effective teaching and learning programs.
* Provide for the physical, social, cultural and emotional well-being and safety of young people and staff through the active development of supportive learning environments within a trauma informed framework.
* Regularly assess with young people (diagnostic, formative and summative) for developmental, feedback and reporting purposes.
* Establish and maintain appropriate interpersonal relationships between the school, families and community.
* Build strong community and business relations to extend the possible opportunities for young people to engage positively with community and work.
* Actively engage in continuous learning and skill development in the area of trauma informed, culturally aware, flexible learning practices.

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.

1. **Access external support networks**

* Support young people to access support services e.g. counselling, health support, community activities.
* Work collaboratively with the team to support/develop cultural links, community and family connections which support the engagement and connection of young people to both the FLC and the wider community.

1. **Participates in, and lead program provision to ensure wellbeing in an inclusive learning environment**

* Collaborates with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people.
* Participates in the daily routines and activities of the FLC e.g. morning meetings, lunch, bus pick-up and drop-offs, electives, outings, camps.
* Offer electives to support engagement.
* Provide relevant learning adjustments as aligned to NCCD to meet student needs.
* Build connections with families to support learning outcomes for each young person.

1. **Team participation/multidisciplinary practice**

* Participate in professional supervision.
* Support regular whole team reflective practice sessions including daily staff debrief.
* Operate within the context of EREA Flexi Policies and Procedures.
* Participate in professional development that is relevant to the work of the FLC.

1. **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.

1. **Administrative Responsibilities**

* Maintains appropriate records and prepares reports as required.
* Maintains records on the database.
* Support the development of personal learning plans.
* Participates in Young People cross agency meetings as required.
* Follow up on non-attendance in a supportive environment.

1. **Ensures child safety procedures are established and implemented according to policy in consultation with the 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.

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

* Carries out duties and tasks that may be reasonably assigned by the Network Principal or delegate from time to time.

1. Health, Safety & Quality

* You are required to Undertake all duties in accordance with Oscar Romero Flexi Schools Network Quality Management System, policies and procedures and as outlined below;
* Participating in Oscar Romero Flexi Schools Network Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.
* Maintaining a safe work environment in accordance with Oscar Romero Flexi Schools Network Work Health and Safety Policies and Procedures.
* Assisting in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems of work in accordance with Oscar Romero Flexi Schools Network Work Health and Safety Policies and Procedures.
* Participating in mandatory Health and Safety training sessions.
* Identifying and reporting hazards in the workplace.

***Please Note:*** *Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA’s commitment to child protection policies and procedures.*

**Job Description Acceptance:**

I, (print name): ……………………………………………………….................. have received, reviewed and fully understand the Job Description for a Teacher-in-Charge. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: ……………………………….…………………………. Date: ………………………