

## Job Description

### Assistant Principal - Staff Formation and Professional Practice

<b>Role Title</b>	Assistant Principal - Staff Formation and Professional Practice
<b>Network</b>	Oscar Romero Flexi Schools Network Edmund Rice Education Australia
<b>Location</b>	Based in the Network Office in Woodforde, SA or WA Regular travel required to schools within the Network <ul style="list-style-type: none"> <li>• St Joseph's Catholic Flexible Learning Centre - Alice Springs NT</li> <li>• Geraldton Flexible Learning Centre &amp; Carnarvon (a campus of Geraldton) – WA</li> <li>• FAME Flexible Learning Centre - Christie Beach SA</li> <li>• Edmund Rice Flexi School - Elizabeth &amp; Davoren Park SA</li> </ul>
<b>Report</b>	Network Principal, Oscar Romero Flexible Schools Network
<b>Classification</b>	Full-time, Fixed term Initial 5-year contract will be offered with the possibility of a further 5 years subject to a successful review.
<b>Band/Wage Scale</b>	This position will be remunerated as Assistant Principal dependent on qualifications and experience in alignment with <i>the South Australian Catholic Schools Enterprise Agreement 2017</i> . The successful candidate will also receive a laptop and mobile phone.
<b>Commencement</b>	January 2023 to December 2027
<b>Probation Period</b>	6-month probation in accordance with the EBA

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

#### Background:

The Oscar Romero Flexible Schools Network (ORFSN) and Flexible Learning Centres (FLC's) are Catholic Schools in the Edmund Rice Tradition. The Network comprises of St Joseph's Catholic Flexible Learning Centre, Geraldton Flexible Learning Centre, Carnarvon Flexible Learning Centre (a campus of Geraldton), FAME Flexible Learning Centre and Edmund Rice Flexi School. The Flexible Learning Centres 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 FLCN respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

#### Purpose:

This position exists to provide, through collegial relationships, flexible and dynamic support of the FLC communities and services, which allow school staff to commit more time and resources to the young people. The focus of this role within the Oscar Romero Network Team is to support schools, staff and young people around practice, network professional development, mediation, facilitation and designing and supporting network leadership development with some generalist Human Resources functions included.

#### 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 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 the Network Principal or Head of Campus and with external agencies where required.

### Key Working Relationships:

The position requires positive and harmonious working relationships with:

- The Network Principal/Deputy Principal
- Other Network Support Team Staff
- Heads of Campus (HOC), Associate Head of Campus and other Flexible Learning Centre staff
- Young people
- Other FSN Networks and staff

### Key Accountabilities:

#### 1. Staff Formation and Professional Development

- Group facilitation, including reflective practice, formation experiences.
- Coordinate the planning of the whole staff retreat days and professional development activities.
- Develop, lead, and facilitate new staff induction and probation processes in collaboration with Deputy Principal.
- Ensure the maintenance of appropriate records and preparation of reports as required.
- Facilitate sharing of resources/programs for Formation of Staff and Young People across Networks and Oscar Romero sites.
- Engage with staff in reflective practice and inner work.
- Support HOCs with planning of celebrations and commemorations at local sites.

#### 2. Teaching, Learning and Flexi Practice

In collaboration with site leaders and teachers:

- Support the development and implementation of site curriculum plans.
- Monitor and support campus leaders of teaching and learning.
- Support and implement the IEP, EAP, PPL adjustments for young people.
- Support and implement Flexi Practice and professional development.
- Mentor teachers/staff in Flexi pedagogy and practice.

#### 3. EREA Identity Leadership

- Represent the Network at EREA Identity Leader events.
- Lead the Network's approach to authentically embodying the four touchstones of the EREA Charter.
- Leadership and facilitation of staff formation in relation to working in a Catholic school in the Edmund Rice tradition.
- Support Heads of Campus on rituals and events appropriate to an FLC context.
- Provide and support opportunities for staff and Young People to engage with social justice, advocacy and service-learning initiatives.
- Support staff in sites to access formation programs and experiences.

#### 4. Strategic Development

- Support University research/clinical development services.
- Collaboration with National and Network teams for strategic developments.
- In collaboration with National and Network Teams support invitations for the development of new EREA flexible learning centres.

#### 5. Health, Safety & Quality

You are required to undertake all duties in accordance with ORFSN Quality Management System, policies and procedures and as outlined below:

- Participate in ORFSN Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.
- Maintain a safe work environment in accordance with ORFSN Work Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems of work in accordance with ORFSN Work Health and Safety Policies and Procedures.

- Participate in mandatory Health and Safety training sessions.
- Identify and reporting hazards in the workplace.

#### **6. Ensures child safety procedures are established and implemented according to policy in consultation with Site and Network Leadership**

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

#### **7. Additional Duties**

Any other duties as reasonably requested by the Network Principal and Network/Site Leadership. These additional duties will generally be mutually agreed by all parties.

### **Key Selection Criteria:**

1. Demonstrated commitment to the values of Edmund Rice Education Australia as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition.
2. Demonstrated experience and ability to provide leadership and professional development in trauma transformative practice and wellbeing.
3. Demonstrated ability in supporting educational responses to complex learning needs of disenfranchised young people.
4. Commitment to and ability to lead a multi-disciplinary community in reflection around working together on "Common Ground" based on our four principles of operation: Respect, Safe and Legal, Honesty and Participation.
5. The ability to demonstrate skills and experience in group facilitation for professional learning groups and staff support.

### **Education, Training and Experience:**

- A minimum of 5 years' experience in the education profession is essential.
- Previous experience in leadership positions within schools is highly desirable.
- Relevant qualifications in one or more of the following fields: Education, Educational Leadership.
- Registration with the Teacher Registration Board of SA or WA (or the ability to obtain this)
- A Working with Children Check - SA or WA (or the ability to obtain this)
- A current driver's licence and willingness to travel to schools, interstate and locally.

**Physical Requirements:** This position will involve frequent sitting and standing, walking or moving within schools and office environments across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. Some lifting of supplies and materials may be required from time to time, practicing safe manual handling. By applying for this position and signing a contract, you are acknowledging that you are able to undertake the inherent functions of the role.

### **Application Process:**

Please visit [www.ereafsn.edu.au](http://www.ereafsn.edu.au) and follow the Employment Opportunities tab to view the Position Description, Applicant Information and to apply.

Applications by: **5:00pm on 21 October 2022.**

To apply for this role please provide the following documents:

- *Response to the above Key Selection Criteria in no more than 3 pages*
- *Cover letter*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

**Applications will be processed as they are received, and shortlisted applicants will be contacted to arrange an interview.**

**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 an Assistant Principal - Staff Formation and Professional Practice. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

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