

	<b>Position Title: Head of Campus – Senior Manager</b>		<b>Team: Berry Street School</b>	<b>Region: Central – Morwell Campus</b>
	<b>Supervisor: School Principal</b>	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band: (A-F) E</b>	<b>Date Completed: 4 September 2017</b>

## ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT
<p><b>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</b></p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>		<p>The Head of Campus – Senior Manager oversees the Morwell campus of the Berry Street School providing education to young people who are at risk of or who are disengaged from mainstream education within the Gippsland region. <b>The Berry Street School</b> is a specialist independent school consisting of four campuses based in Morwell, Noble Park, Ballarat and Shepparton. The School adheres to standards set by the Victorian and Federal Governments and offers an adaptation of the National Curriculum for years 7 -10 and the Victorian Certificate of Applied Learning. Many students referred to our School have experienced trauma and disrupted attachment as a result most have significant gaps in academic achievement and have either stopped attending or been excluded from mainstream education settings.</p>
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> To be the best we can be and to never give up</p> <p><b>Integrity:</b> Expect a personal and organisation commitment to honesty</p> <p><b>Respect:</b> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><b>Accountability:</b> Be responsible for our own actions</p> <p><b>Working Together:</b> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>		<p>The Head of Campus – Senior Manager holds primary responsibility for the management of the Morwell campus of the Berry Street School. This includes the provision of high quality service supported by Berry Street recruitment and staff development systems. The primary objectives of the role will be undertaken under the guidance and direction of the Berry Street School Principal and include:</p> <ul style="list-style-type: none"> <li>• Overall accountability for a high standard of delivery and the continued improvement of curriculum, competency based learning, student intake, welfare &amp; emotional wellbeing within the Berry Street School and the wider region.</li> <li>• Maintaining a cohesive team bringing together the disciplines of education and welfare and ensuring team members are provided with supervision, support and professional development.</li> <li>• Establishing, and growing local community partnerships and networks representing Berry Street's educational programs.</li> </ul>
		REPORTING RELATIONSHIPS
		<p>This role is based within the Gippsland region, Morwell campus. This role reports to the Berry Street School Principal who provides supervision and review regarding school management and direction. This role has 5 direct reports and works in conjunction with other team members.</p>

## KEY SELECTION CRITERIA

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

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| <ul style="list-style-type: none"> <li>• Demonstrated experience or outstanding capacity for visionary and exemplary educational leadership of a school campus.</li> <li>• Demonstrated skills and experience in leading and evaluating school programs that engage students with challenging behaviours.</li> <li>• Demonstrated understanding of key government education policy directions and the ability to build and maintain positive and respectful relationships with relevant government, community sector organisations, local partnerships as well as the young people and those that contribute to their overall care.</li> <li>• Financial and administrative management skills to contribute to the development of program budgets and the optimal use of resources.</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrated management and leadership skills, including the ability to work cooperatively within a management team, further develop school and regional educational teams, and to assist others to perform well, to resolve conflict and to be creative, innovative and resourceful.</li> <li>• Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.</li> <li>• Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).</li> <li>• Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.</li> </ul> |
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### QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary education qualification.
- Relevant leadership experience in an educational organisation.
- VIT Registration.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

### DESIRABLE

- A tertiary qualification in community development, social work, welfare or a related social science.
- Relevant leadership or management experience in a community service organisation.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>To be responsible for the Berry Street school (Morwell campus) conforming to all relevant Berry Street School procedures, State and Federal governments' legislations and guidelines.</li> <li>To ensure that all practices within the Morwell campus are in accordance with the relevant policies of Berry Street.</li> <li>To ensure a high standard of curriculum delivery for all students, ensure the completion of individual education plans and regular monitoring and review mechanisms.</li> <li>To promptly identify and address issues where the delivery of curriculum does not meet standards expected by RSB, VIT or other authorising bodies.</li> <li>To actively participate in the school leadership team with the School Principal and Senior Managers of other campuses to implement appropriate policies and procedures and quality improvements.</li> </ul>
<b>Staffing and Recruitment</b>	<ul style="list-style-type: none"> <li>Providing direction, guidance, supervision and support to direct reporting staff to reinforce the delivery of high quality services to students.</li> <li>Promoting and role modelling the vision, mission and values of Berry Street.</li> <li>Responsibility and leadership role in employment processes, including the selection, orientation, induction, and on-going performance management of staff.</li> <li>Initiating processes and strategies that support teacher professionalism and team building and enhance staff morale.</li> <li>To provide supervision to staff according to the Berry Street Supervision policy, monitor workloads and provide annual staff appraisals, including support for professional and career development as identified in staff appraisals and review.</li> </ul>
<b>Program Development and Review</b>	<ul style="list-style-type: none"> <li>In conjunction with the BSS Principal, establish service objectives annually, develop performance indicators and evaluate outcomes according to the Berry Street planning cycle.</li> <li>Effectively contribute and participate in the Berry Street School and regional leadership teams.</li> <li>To develop and maintain positive and respectful working relationships with key services and the community.</li> </ul> <p>In conjunction with the School Principal:</p> <ul style="list-style-type: none"> <li>Ensure school program development, implementation, and review processes are implemented in accordance with school documented practice.</li> <li>Develop and review annual strategic objectives and ensure systems are in place to monitor and evaluate outcomes</li> <li>In conjunction with the Principal establish, implement and review long and short term plans for the School.</li> <li>Explore opportunities and initiatives for growth and development of the school in the best interests of enhancing outcomes for students.</li> </ul>

<b>Financial and Administrative Management</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Principal, take financial responsibility for the Morwell Campus including the development of annual budgets, monitoring and reviews of expenditure.</li> <li>• To ensure systems are in place to collate, analyse and report on data in a way that is meaningful and can be used to inform best practice improvements.</li> <li>• Ensure reporting is completed by required deadlines.</li> <li>• To hold accountability for the overall development and maintenance of the Morwell Campus and its facilities in conjunction with the Facilities Manager</li> <li>• Exercise a significant role in the effective daily administration of the School.</li> <li>• To ensure that statistical data is collected, forwarded as appropriate in accordance with stipulated timelines.</li> <li>• To provide the Director and the School Principal with a written monthly report in accordance with the policy of Berry Street.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Other duties as reasonably directed.</li> </ul>

## **CONDITIONS OF EMPLOYMENT**

1. This position is permanent full time 76 hours per fortnight. There is no paid overtime and any additional hours will be covered by the remuneration for the position.
2. You will initially be employed within the Gippsland Region and located at the Morwell campus. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
4. The base salary for this position is \$97,602.79 (pro-rata) under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging. The estimated total equivalent package is \$125,015.45.
5. This position comes with access to full private use of a Berry Street vehicle.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including three professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identify, driver's licence and qualifications.
8. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
9. Berry Street has a smoke-free workplace policy.

## **INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT**

Following is a table that outlines the main physical and psychological requirements of the position.

<b>Element</b>	<b>Key Activity</b>	<b>Frequency</b>
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Could be daily
	Work in buildings which may be two-storey.	Could be daily
	Sit at a computer or in meetings for extended Periods.	Daily
	Present at court and other jurisdictions.	Occasionally
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regularly
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, electronic whiteboards.	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regularly