

POSITION DESCRIPTION – EDUCATION SUPPORT OFFICER HEMMANT FLEXIBLE LEARNING CENTRE

For more information about this position, please contact Cameron Leeder, Head of Campus, Hemmant Flexible Learning Centre.

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Role Titles	Education Support Officer
Contract	Continuing Part Time (0.8 FTE)
Start Date	Term 3, 2022
Applications Close	4pm, Monday 4 July
Reports To	Head of Campus at Hemmant Flexible Learning Centre
Location	Hemmant Flexible Learning Centre, under Marlene Moore Flexi Schools Network, located on Quandamooka/Yuggera Countries
Award	<i>CATHOLIC EMPLOYING AUTHORITIES' SINGLE ENTERPRISE COLLECTIVE AGREEMENT DIOCESAN SCHOOLS QUEENSLANDS 2019-2023 – Schedule 1 – School Officers Award</i>

FOUNDATION STATEMENT

Edmund Rice Education Australia (EREA) 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 (FLCs) seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person. FLCs 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.

PRINCIPLES OF OPERATION (RESPECT, PARTICIPATION, SAFE AND LEGAL, HONESTY)

All employees of the Marlene Moore Flexi School Network (MMFSN) adhere to the concepts of Common Ground and Operation by Principles – more information can be found on the EREAFSN website. All Flexible Learning Centres operate under this framework, and this 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.

BACKGROUND

Marlene Moore (1945-1995) was a proud Wakka Wakka woman who worked on the staff of the first FLC at Logan in the 1980's. A member of the Stolen Generations who was taken from Gayndah to Cherbourg at the age of two along with her seven brothers and sisters, Marlene left at the age of 15 and worked as a domestic. She married and moved to Logan in 1975 where she raised six children. Marlene decided to return to study at Kangaroo Point TAFE College, where she completed studies in Welfare. She also went on to complete Early Childhood Studies through the Creche and Kindergarten Association. Marlene was appointed Indigenous Liaison Worker within Centre Education where she also worked as live-in caretaker. Her last few years were spent proudly working as the Indigenous Liaison Officer at Logan Hospital. Marlene passed away in 1995 aged 50.

Marlene Moore Flexi Schools Network (MMFSN), named in honour of Marlene, is an initiative of EREA. MMFSN offers a full-time and multiyear secondary education and social inclusion program for disenfranchised young people across four school campuses: Hemmant, Deception Bay, Noosa, and Gympie. Young people may express a broad range of complex education and social needs and MMFSN FLCs respond with a variety of flexible and innovative social inclusion and learning experiences.

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Young people who attend include Indigenous and non-Indigenous young people who are disengaged from mainstream education for a range of reasons and 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;
- ❖ Those with a generational history of unemployment.

Please see www.ereafsn.edu.au for further information.

PRIMARY ROLE

The Education Support Officer (ESO) reports to the Head of Campus and Principal, Marlene Moore Flexi Schools Network. Their responsibility is to support a teacher in the development and delivery of targeted, intensive middle school literacy and numeracy programs. The ESO will work one-on-one and in small group support. They will develop Personal Learning Plans and collect data (particularly ACSF and NCCD adjustments). They will undertake administrative duties such as the preparation of resources, wellbeing support and follow-up. The ESO provides educational and wellbeing support to the young people of the campus including engagement and program activities. They work collaboratively and are supported by Teachers, Youth/Social Workers, the Inclusive Education Co-ordinator, and the Head of Campus.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Ability to develop and implement a range of appropriate strategies to support young people with their learning;
- Demonstrated capacity to work effectively as a member of a multidisciplinary team;
- Demonstrated ability to work collaboratively and establish and maintain professional relationships with all stakeholders;
- Demonstrated experience in delivering one-on-one and small group targeted middle-school literacy and numeracy programmes is essential;
- An understanding of Personal Learning Plans and data collection (particularly ACSF and NCCD adjustments) is desirable.

DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities include but are not restricted to:

- 1. Participate in program provision to ensure wellbeing in an inclusive learning environment**
 - Collaborate 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 the daily routines and activities of the FLC e.g., morning meetings, lunch, electives, outings.
- 2. Team participation/multidisciplinary practice**
 - Participate in professional activities, learning and practices
 - Participate in regular whole team reflective practice sessions including daily staff debrief.
- 3. Support child protection procedures according to policy**

In consultation with the Head of Campus

 - Provide a support service to young people dealing with issues of child protection;
 - Provide a referral point for young people to appropriate support services as indicated.
- 4. Administrative Responsibilities**
 - Maintain appropriate records and prepare reports as required;
 - Maintain Young People records on the database;
 - Contribute to Personal Learning Plans and educational adjustments in consultation with Young People and their parents/carers
- 5. Lead and support professional practice which is culturally appropriate**
 - Work collaboratively with the team to ensure program provision is culturally appropriate;
 - Sourcing and provision of activities which support cultural links and community engagement;
 - Work collaboratively with the team to develop community and family connections which support the engagement and connection of young people to learning and the wider community.
- 6. Other identified duties specific to the role in this Flexible Learning Centre**

APPLICATION PROCESS

To apply for this role please provide the following:

- ❖ A cover letter, addressed to Matt Hawkins, Principal, Marlene Moore FSN, outlining reasons for wishing to apply;
- ❖ Current resume outlining previous experience, relevant qualifications, and skills: Please include contact details of two referees, one of whom is from current or most recent place of employment.
- ❖ A copy of your valid blue card.
- ❖ A written response to the following questions:
 1. What is your experience and strengths in developing and implementing a range of appropriate strategies to support young people with their learning?
 2. How do you build relationships with young people?
 3. What makes you a great team player?
 4. What is your understanding of 'common ground' and 'operation by principles'?

Shortlisted applicants will be notified by phone or email.

For further information, please contact Cameron Leeder , Head of Campus, Hemmant Flexible Learning Centre on 0408 655 927 or at Cameron.Leeder@ereafsn.edu.au

*Our organisation supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.
All applicants for these positions will be subject to EREA screening procedures.*

First Nations Peoples are encouraged to apply.