

Position Description

Title	Head of Flexible Learning Practice		
School	Southport Flexible Learning Centre	Location	Southport, Gold Coast QLD 4215
Annual Salary	\$73,743 - \$89,783	Classification	School Officer
Annual Allowance	\$19,862	Level	6
Status & employment type	Full Time Fixed Term (includes a 6 month probation period)	Job duration	4 + 4 years (based on successful review)
Reports to	Head of Campus	Delegations	Fulfil Deputiser role when Head of Campus and (once appointed) Head of Learning are absent
Commencement date	Beginning of Term 3 2022 (11 th July 2022 or slightly earlier by negotiation)		
Agreement	<i>Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023</i>		
Contact details	Stephanie Bouzige, 0459 950 382 Wollemi.recruitment@ereafsn.edu.au		
Mandatory qualifications, conditions, requirements	<ul style="list-style-type: none"> Degree qualification and/or relevant work experience in similar industry/positions Blue Card (Working with Children Check) or ability to obtain one prior to commencement as per No Card No Start legislation Proficient computer literacy, high level of oral and written communication skills and effective program delivery skills Travel is a requirement of this position therefore it is a requirement that the applicant hold a current 'C' drivers licence 		
Role specific/technical skills	Further study options negotiable with the successful applicant		

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and code of conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

Who are we?

The Southport Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers a full time and multi-year secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people enrolled may express a broad range of complex education and social needs and the school responds with a variety of flexible and innovative social inclusion and learning experiences. Southport FLC provides young people with a varied and holistic set of learning experiences, supporting them to meet their potential now and into the future.



Further information can be found at www.ereafsn.edu.au or www.erea.edu.au

What is the role?

The role of the Head of Flexible Learning Practice is to work with young people and their families, colleagues and community organisations and stakeholders to build young person voice and agency through Operation by Principles with a value of Common Ground. The position is responsible for ensuring that inclusive approaches, as advocated by the school, are implemented across all facets of its operation. Specific approaches to this work include Collaborative Problem Solving (Think:Kids), Reboot Whole Brain Framework and Outdoor Adventure Based Learning methods and reflective practice. The position involves working directly with children and young people and therefore must be able to demonstrate an understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.

Key responsibilities

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal or their delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Professional Knowledge

- Expertise in the engagement of young people to participate in Operation by Principles and Common Ground
- Proficient knowledge in how to select and develop relational strategies to improve young person engagement using knowledge of the physical, social, emotional, and intellectual development and characteristics of young people
- Experience in leading initiatives to evaluate and improve knowledge of young person engagement, voice and agency and demonstrate exemplary practice using effective research-based programs. For example Collaborative Problem Solving, Reboot Whole Brain Framework, Outdoor Adventure Based Learning approaches
- General knowledge and understanding of child safeguarding requirements and obligations that cover legal and policy requirements in an educational setting or similar
- Proficient level of knowledge and understanding of key issues for contemporary youth culture to be able to identify potential barriers impacting on young people and their families in the wider community
- Program management skill knowledge including project planning, delivery, evaluation and the capacity to set program direction in consultation with relevant stakeholders
- Proficient knowledge of how to embed a community development approach across all work

Professional Practice

- Lead practice to develop holistic personal learning and safety plans in collaboration with young people with reference to their assessed individual needs and challenging goals across a range of learning areas and transferable skills
- Demonstrate and lead by example the development of broadly inclusive learning environments across the school by reviewing strategies and exploring new approaches to engage and support all young people
- Initiate processes relevant to the school that involve parents, carers, and community stakeholders in the education of young people and broader school priorities and activities
- Lead, implement and exemplify initiatives and processes that assist colleagues to broaden their range of relational strategies that build skills for young people to increase their personal agency, self-advocacy, and capacity for learning
- Evaluate the effectiveness of young person engagement policies and safe working practices using current legislative requirements and assist colleagues to update their practices
- Initiate, develop, implement, and exemplify relevant policies and processes to support colleagues' compliance with understanding of existing and new legislative, administrative, organisational and professional responsibilities with particular regard to EREA Safeguarding Standards, outdoor adventure-based activities, Collaborative Problem Solving, Operation by Principles and Common Ground

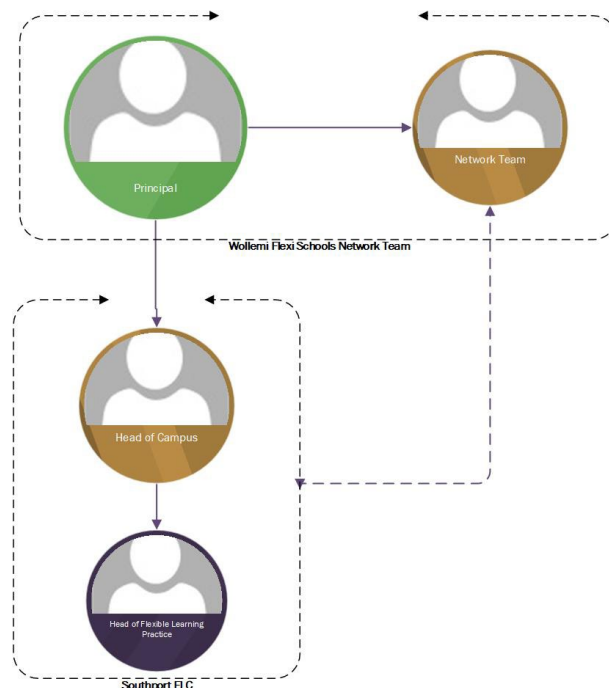
Professional Engagement

- Initiate and lead school processes to support the engagement and participation of all young people with regard for Operation by Principles and Common Ground
- Commitment to work under the four principles of operation, Respect, Safe and Legal, Honesty and Participation

- Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved young person engagement, agency and voice
- Implement professional dialogue within the school and Wollemi FSN that is informed by feedback, analysis of research and practice to improve the practice of colleagues and outcomes for young people
- Model exemplary ethical and empathetic behaviour and exercise informed judgements in all professional dealings with young people, colleagues and the community
- In collaboration with school and network leadership, initiate and maintain relationships with external agencies to expand professional learning opportunities for colleagues to work effectively with young people
- Facilitate effective communication with staff, young people, families, partner organisations and visitors that enhances the school image and contributes to the goals and ethos of the FLC
- Capacity to act in a professional manner at all times including tact and discretion, ability to maintain confidentiality
- Engage with professional networks and associations and build productive links with the wider community to improve inclusive knowledge and practice

Working Relationships

The Head of Flexible Learning Practice reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position is required to fulfill the Deputiser role as per the agreement when the Head of Campus and (once appointed) Head of Learning are absent from the school. The position works collaboratively with all staff at the school and network team.



Conditions and benefits of the role

The organisation provides access to an employee assistance program and a range of learning and development opportunities. Your employment experience with the school will include work life balance with competitive salary and benefits (including salary sacrificing opportunities, including up to 12.75% superannuation contributions by your employer), career progression opportunities and the opportunity to make a difference in the lives of young people.

The school is committed to building an inclusive culture that respects and promotes human rights and diversity (<https://www.erea.edu.au/commitment-statement-to-child-safety/>). We respectfully journey together to be a culturally capable organisation and are an inclusive, equal employment opportunity employers and place value on our diverse workforce. We encourage applications representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability or family responsibilities.

Interested in applying?

To be considered for this role you need to submit the following to <https://wollemi-external.applynow.net.au/jobs/WFS38>:

- Cover letter - that outlines why you are the best applicant for the position taking into consideration the three key responsibility areas of Professional Knowledge, Professional Practice and Professional Engagement (max two pages)
- Current resume including two referees (one current employer)
- Copies of qualifications (if hold)
 - Certificate/Diploma level qualifications
 - Undergraduate degree/s
 - Blue card (working with children check) (if current have one)
 - First Aid Certificate
 - Drivers licence

The panel understand if you wish to be notified prior to us making contact with referees in particular your current employer. All applications will be subject to EREA screening.