



POSITION DESCRIPTION

Inclusive Education Coordinator

Role Title	Inclusive Education Coordinator
School Network	Xavier Flexi Schools Network Edmund Rice Education Australia
School Location	Townsville Flexible Learning Centre with campuses at Townsville, Burdekin and Bowen. Wulgurukaba, Bindal and Juru Country
Reports	Head of Campus through the Associate Head of Campus
Band/Wage Scale	As per award (Tier 3 Middle Leadership)
Commencement	Jan 2022 or as soon as can be negotiated
Status	Full-time, Fixed Term due to grant funding until June 2024 (Possibility of extension if further grant funding is approved)

Xavier 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.

CHILD SAFEGUARDING:

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children. EREA and its schools have a zero tolerance of abuse or harm towards children. Xavier Flexi Schools Network (XFSN) 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 policy 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, Code of Conduct and Working with Children Checks.

PRINCIPLES OF OPERATION:

All employees of Xavier Flexi School Network (XFSN) adhere to the concepts of Common Ground and Operation by Principles. Staff are expected to work within the framework of common ground and demonstrate the ability to work under the four principles of operation: Respect, Honesty, Participation and Safe and Legal.

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. As such, the position has a shared responsibility to ensure authentic alignment to the core values of the Network and school, as articulated in the EREA Charter and the XFSN Strategic Plan. A primary responsibility for this role is to maintain fidelity to operation by Principles and the best practice guidelines are available at www.ereafsn.edu.au.

WHO ARE WE:

The Xavier Flexi Schools Network's Flexible Learning Centres are Catholic Schools in the Edmund Rice tradition. 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 may express a broad range of complex education and social needs and FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

The purpose of an Edmund Rice Education Australia FLC is to provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

The Townsville FLC was established in 2006 to meet the needs of the local community. In 2019 small campuses at Burdekin and Bowen were established. The Centre caters for young people between the ages of 11–21. Approximately 50% of enrolled young people and 50% of the staff are of Aboriginal and Torres Strait Islander descent.

PRIMARY ROLE:

1. Coordinate an Inclusive Education Team which includes external allied health providers, across the three campuses of Townsville FLC
2. Develop the capacity of staff to provide an inclusive-trauma-informed educational environment
3. Provide direction, guidance and monitoring to ensure that staff are providing appropriate adjustments in the planning and delivery of effective and engaging teaching and learning programs for young people with identified learning needs
4. Develop, coordinate and monitor the school's inclusive education processes including individual personal learning plans, assessments and adjustments, and reporting requirements for NCCD.

DUTIES AND RESPONSIBILITIES:

The Network Principal is responsible for the operation of all Flexible Learning Centres within the Xavier Flexi Schools Network. Employees of the Townsville Flexible Learning Centre, with campuses in Townsville, Burdekin and Bowen, are accountable to the Principal and report to the Head of Campus. This position will report through the Associate Head of Campus to the Head of Campus.

The Inclusive Education Coordinator is a middle leadership role who has responsibility for working with staff to ensure the diverse learning needs of all young people are supported by:

1. Providing direction, support, and mentorship to staff to ensure that appropriate adjustments are made in the planning and delivery of effective and engaging teaching and learning programs for young people with identified learning needs
2. Ensuring all young people have a Personalised Learning Plan that is reviewed regularly and informs semester reports.
3. Supporting the development and maintenance of the school's procedures and processes, particularly in relation to learning needs and the National Consistent Collection of Data.
4. Developing and maintaining effective working relationships with external providers, other educational providers, FLC's, Xavier Network's Inclusive Education Coordinator and other FLC Networks.
5. Supporting teaching teams to collaborate with parents/caregivers to plan and review how individual young person's learning needs are best addressed eg involvement in enrolment interviews, support meetings and stakeholder meetings.
6. Maintaining information systems to ensure compliance with reporting and accountability requirements with the Xavier Flexi Schools Network.
7. Engaging in professional learning, especially in the area of Inclusive Education
8. Promote and deliver professional development training for staff to increase their capacity to respond to differing learning needs
9. Operate within Edmund Rice Education Australia's Policies and Procedures.
10. Involvement in other activities may be negotiated with the Head of Campus as required.

KEY SELECTION CRITERIA:

Essential:

- Current registrations with Queensland College of Teachers as well as a Queensland Driver's License and capacity to drive between campuses in Townsville, Burdekin, and Bowen
- Demonstrated a strong understanding of contemporary pedagogy and inclusive education, including the planning, documentation, assessment, and delivery of engaging, flexible, and trauma-informed learning experiences for diverse learners.
- Demonstrated capacity to support colleagues to continually improve teaching and learning to meet the unique educational and social needs of young people.
- Demonstrated high-level written and verbal communication skills and high-level interpersonal skills including a capacity to develop constructive relationships with young people, families, staff, community members and government and non-government organisations.
- Ability to engage with the Aboriginal and Torres Strait Islander communities of Townsville, Burdekin and Bowen.
- Proven ability to be highly organised, work autonomously and in an collaborative manner as part of a multi-disciplinary team.
- Commitment to critical reflection and to operate through the Four Principles (respect, safe and legal, honesty and participation) to resolve conflict, negotiate learning, recognise rights, responsibilities, and consequences

Desirable:

- Higher degree qualifications and experience in special education / inclusive education

APPLICATION PROCESS:

Please visit www.ereafsn.edu.au and follow the Employment Opportunities tab to view the Position Description, Applicant Information and to apply.

Applications by: **12:00pm on Friday 3 December 2021.**

To apply for this role please provide the following documents:

- *Cover letter addressed to Michelle Kinnane, Co-Principal, Xavier Flexi Schools Network, outlining relevant skills, attributes, knowledge and experience and reasons for applying for the position*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

All applications for this position will be subjected to screening procedures as detailed in the Commission for Children and Young People and Child Guardian legislation.

These checks are consistent with Edmund Rice Education Australia's commitment to child safeguarding policies and procedures.