



**EREA St Joseph's  
Catholic Flexible Learning Centre**  
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## Job Description Teacher

<b>Flexible Learning Centre</b>	St Joseph's Catholic Flexible Learning Centre
<b>Network</b>	EREA Central West Flexi Schools Network
<b>Location</b>	Alice Springs – Northern Territory
<b>Classification</b>	Teacher
<b>Salary and Award</b>	In accordance with <i>the Catholic Schools (Northern Territory) Collective Enterprise Agreement 2018-2021</i>
<b>Employment Status</b>	Full-time (contract)
<b>Report</b>	Campus Co-Principal/s and Network Principal

### Background:

St Joseph's Catholic Flexible Learning Centre is an initiative of Edmund Rice Education Australia (EREA) and part of the Central West Flexi Schools Network (CWFSN). EREA include Flexible Learning Centres (FLCs) which offer a full-time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the EREA Flexi Schools respond with a variety of flexible and innovative social inclusion and learning experiences.

See [www.erea.edu.au](http://www.erea.edu.au) - Publications for further information.

The St Joseph's FLC became a registered school in 2012. It has a current enrolment of 80 young people of secondary school age and is growing. St Joseph's offers a variety of educational pathways for young people included SACE, VET Certificate Courses, and Australian Curriculum outcomes through project-based learning. There is a strong focus on literacy and numeracy skills in an integrated learning framework. Engagement activities including outdoor education, sport, art, dance, cultural connections are also an integral part of the daily offerings.

### Primary Role:

The Teacher reports to the Campus Co- Principal/s and Network Principal, EREA CWFSN. He/she has delegated responsibility to:

- Develop and maintain learning and social inclusion responses of the campus. This includes:
  - Planning, preparation and delivery of effective learning and teaching programs for young people in both middle and senior phases of secondary education;
  - Contributing to the development and implementation of the FLC's objectives and planning; and
  - Contributing to the establishment and maintenance of a supportive school environment.

### Education, Training & Experience:

- Tertiary Qualification in Teaching is **essential**.
- Registration with the Teacher Registration Board of the Northern Territory.
- Teachers from secondary school background with at least 3 years' experience with working with young people from an Aboriginal and Torres Strait Islander background.
- A Working with Children Clearance Notice and Ochre Card is **essential**.
- Current drivers licence (**essential**), with Light Rigid – highly desirable.

## Key Performance Indicators:

### Position Responsibilities

- Develop and implement engaging learning programs which support the individual learning plans of each young person;
- Participate in program provision to ensure wellbeing in an inclusive learning environment;
- Access external support networks in support of young people; and
- Maintaining and supporting appropriate administrative practices in accordance with legislation.

### Meeting Professional Standards and Development

- Complete the Site Induction program in full;
- Undertaking professional development as requested;
- Attend and participate in St Joseph's Catholic FLC staff training days as required;
- Maintain a professional standard of conduct, reliability and communication at all times in accordance with the EREA Code of Conduct 2020 (*including revised editions*) and other relevant Policies and Procedures.

### Organisational Functions

- Actively support the mission, vision and values of EREA Flexi Schools in the performance of all roles and functions;
- Ensure that all actions support the good reputation of EREA Flexi Schools and assist to build a positive perception of St Joseph's Catholic FLC with all stakeholders including young people, community groups, employers and visitors;
- Actively participate in and support St Joseph's Catholic FLC corporate functions including;
- Occupational Health and safety;
- Strategic Planning; and
- Providing excellence in customer service.

## Duties and Responsibilities:

Typical duties and responsibilities include but are not restricted to:

### **1. General Requirements**

**Develop and implement engaging learning programs which support the individual learning plans of each young person**

- In collaboration with teachers and youth workers - plan and implement an educational program which engages young people and offers a range of learning opportunities including:
  - Inquiry/project based learning programs;
  - Accredited learning opportunities e.g. SACE, NTCE courses and VET subjects;
  - The support growth in literacy and numeracy development;
  - Embed indigenous cultural perspectives within learning programs;
  - Provided differentiated learning programs aligned to NCCD Individual Learning plans and
  - Develop individual learning plans in collaboration with young people and youth workers.

### **Access external support networks**

- Support young people to access support services e.g. counselling, health support, community activities and participate in cross-agency meetings when required.

### **Participates 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, working to support/develop cultural links with community and family connections.
- Participates in the daily routines and activities e.g. morning meetings, lunch, bus pick-up and drop-offs, electives, outings, camps and staff debriefs.
- Follow up on non-attendance in a supportive environment.

### **Administrative Responsibilities**

- Maintains appropriate records and prepares reports as required, in accordance with legislation and stakeholder requirements.

## **2. Professional Standards**

- Create and maintain supportive and safe learning environments;
- Engage professionally with colleagues, parents/carers and the community;
- Demonstrate professional standards of presentation, reliability and punctuality including;
  - Notify the Campus Co-Principal/s of any planned or unplanned absence including sick leave as soon as possible via the approved communication means.
  - Maintain a high level of interpersonal communication skills at all times actively demonstrating courtesy, tolerance and professionalism in all interactions; and
- Provide standard professional services independently within defined organisational parameters.

## **3. Organisational Functions**

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses, using the approved notification method;
  - Ensuring the safe use and maintenance of appropriate equipment including Personal Protective Equipment (PPE) for self and students;
  - Maintaining a current knowledge of emergency evacuations procedures and participating positively in drills and training sessions;
  - Make recommendations for improvements in health and safety.
- Participate positively in marketing and business development opportunities and events;
- Be aware of and participate in strategic planning process including making suggestions through the Campus Co-Principal/s for improvements or new business opportunities;
- Actively work with colleagues to build positive relationships and teamwork across the site;
- Ensure that all information related to the operations, stakeholders, staff, young people, business or any other related activity is maintained as confidential and may not be disclosed to any third party without the express written permission of the Network Principal. A breach of confidentiality is a serious misdemeanor and will be addressed through the EREA Youth+ Performance Management Policy and Procedure.
- Agree that the intellectual property for any works created during and in the course of employment and the entire copyright throughout the world are owned by EREA Youth+; and
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with the EREA Youth+ Policies and Procedures.

## **4. Other identified duties specific to the role in this Flexible Learning Centre**

- Carries out duties and tasks that may be reasonably assigned by Campus Co-Principal/s and/or the Network Principal of EREA CWFSN from time to time. The Youth Worker may be directed to carry out such duties as are within the limits of his/her skills, competence and training.

**Foundation Statement:**

EREA Youth+ 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 seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres 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.

**Strategic Values:**

Within our radical, social and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values through authenticity and integrity and are expressed through the life journey of its members.

**SAFETY**

Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, security to take emotional and intellectual risks.

**RELATIONSHIP**

Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.

**COMMUNITY**

Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.

**TRANSFORMATION**

We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible

**ECO-JUSTICE**

Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.

**Acceptance**

I, (print name)..... have received, reviewed and fully understand the Job Description for a Teacher – SJCFCLC Alice Springs. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

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