

## Job Description

<b>Role Title</b>	Education Support Officer - Curriculum
<b>Flexible Learning Centre</b>	Northern Flexible School
<b>Network</b>	EREA Central West Flexi Schools Network
<b>Location</b>	Elizabeth
<b>Report</b>	Program Manager – Curriculum and Learning Inclusion /Network Deputy
<b>Contract</b>	Part-time, Term-time, Fixed-term
<b>Hours of Duty</b>	10.15 am – 2.15 pm, Monday to Thursday
<b>Probationary Period</b>	6-month probation in accordance with the EBA
<b>Band/Wage Scale</b>	In accordance with <i>South Australian Catholic Schools Enterprise Agreement 2017</i> . ESO – Curriculum - Grade 2

**Aboriginal and Torres Strait Islander people are encouraged to apply.**

### Background:

EREA Flexi Schools is an initiative of Edmund Rice Education Australia. EREA services including Flexible Learning Centres (FLCs) 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 services respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA Flexi Schools services 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.

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; and
- Those with a generational history of unemployment.

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

## Principles of Operation (Respect, Participation, Safe & Legal and Honesty):

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website [www.erea.edu.au](http://www.erea.edu.au) ).

## Primary Role:

The Education Support Officer - Curriculum reports to the Program Manager – Curriculum and Learning Inclusion/Network Deputy, and is responsible to the Network Principal, EREA Central West Flexi Schools Network (CWFSN). He/she has delegated responsibility to support and maintain learning and social inclusion responses of the site. This includes but not limited to:

1. Assisting Teachers with the delivery of effective learning and teaching programs for young people in both middle and senior phases of secondary education;
2. Contributing to the development and implementation of the FLC's objectives and planning;
3. Contributing to the establishment and maintenance of a supportive school environment;
4. Supporting staff in providing resources for activities/programs for young people;
5. Assisting Teachers/Youth Workers with the supervision of young people on excursions, sports day and other classroom activities;
6. Working collaboratively with staff to provide a safe, conducive work environment; and
7. Operate within the context of Youth+ Policies and Procedures.

## Education, Training and Experience:

- A minimum of 3-5 years' experience with disenfranchised youth, in an education setting – **essential**;
- Year 12 completion (or equivalent);
- A DCSI Clearance from Department of Human Services (Screening); and
- A current unrestricted drivers licence.

### Desirable

- Certificate III or higher in Education Support.

## Key Performance Indicators:

### Position Responsibilities

- Assist Teachers with classroom engagement;
- Assist the teaching team with classroom resources;
- Assisting with young people supervision;
- Support identified young people with learning barriers, including intellectual, physical, emotional and behavioural difficulties, to engage in a range of learning activities both inside and outside the classroom;
- Communicate with Teachers about the young person's progress and areas of need;
- Inform the Program Manager – Curriculum and Learning Inclusion on any welfare issues that may arise with young people;
- Develop professional relationships with program participants based on trust and respect, which utilises a strengths-based approach;
- Role model behaviour in line with the EREA Flexi Schools Foundation Statement; and
- Participate in meetings, both internal and external as required.

## **Meeting Professional Standards and Development**

- Complete the Site Induction program in full;
- Undertaking professional development as requested;
- Attend and participate in the Northern 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 2018 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 the Northern FLC with all stakeholders including young people, community groups, employers and visitors;
- Actively participate in and support the Northern FLC corporate functions including;
  - Occupational Health and safety;
  - Strategic Planning; and
  - Providing excellence in customer service.

## **Skills and Knowledge:**

- Knowledge of the causes of educational disengagement and barriers young people in the region face in achieving a year 12 or equivalent qualification;
- Ability to role model and provide a positive influence to all young people;
- Capacity to establish and maintain effective interpersonal relationships with staff at all levels and to work as a team member to achieve positive outcomes;
- Ability to work with a wide range of industry stakeholders;
- Willingness to undertake professional development and to pursue continuous improvement;
- Organised and able to work independently to achieve the goals of the role;
- Capacity to work within timelines and to complete assigned tasks within set timeframe;
- Ability to maintain organisational confidentiality; and
- Good level of IT skills.

## **Duties and Responsibilities:**

Typical duties and responsibilities include but are not restricted to:

### **1. General Requirements**

- Assist each student to reach his/her personal and career goals through individual encouragement and high-quality training methods;
- Assist the Teachers to prepare for each session as per the approved PLP for each young person;
- Immediately advise the Program Manager – Curriculum and Learning Inclusion or Teacher/Youth Worker of any concerns or issues;
- Assist with supervision of young people on excursions, and other outings organised by Northern FLC in collaboration with Teachers/Youth Workers; and
- Document all internal and external communication in accordance with EREA Flexi Schools policies and procedures.

### **2. Professional Standards**

- Create and maintain supportive and safe learning environments;
- Engage professionally with colleagues, parents/carers and the greater community;
- Demonstrate professional standards of presentation, reliability and punctuality including;
  - Notify the Program Manager – Curriculum and Learning Inclusion 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**

- Commitment to working under the four principles of operation: Respect, Safe and Legal, Honest and Participation. The principles establish a “common ground” among staff, young people and families,
- 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 Manager – Community Partnerships and Wellbeing 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 Flexi Schools 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 Flexi Schools and
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with the EREA Flexi Schools Policies and Procedures.

### 4. **Administrative Responsibilities**

- Maintains appropriate records and prepares reports as required.
- Maintains records on the database.
- Support the development of personal learning plans.
- Participates in YP cross agency meetings as required.

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

- Carries out duties and tasks that may be reasonably assigned by Program Manager – Curriculum and Learning Inclusion and/or the Network Deputy from time to time. The Education Support Officer may be directed to carry out such duties as are within the limits of his/her skills, competence and training.

## **Foundation Statement:**

EREA Flexi Schools 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.

**Job Description Acceptance:**

I, (print name) ..... have received, reviewed and fully understand the Job Description for an Education Support Officer – Curriculum – Northern Flexible Learning. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

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