Position Description: Teacher

ROLE TITLE	Teacher
LOCATION	St Francis Flexible Learning Centre, Hobart.
NETWORK	Nano Nagle Network, Edmund Rice Education Australia
SALARY OR AWARD	Tasmanian Catholic Education Single Enterprise Agreement 2018
EMPLOYMENT STATUS	Full Time - Fixed Term (12 months)
COMMENCEMENT	ASAP
POSITION REPORTS TO	Head of Campus
POSITION SUPERVISES	N/A
CONTACT	Meghan Rutherford, Head of Campus Ciaran McDonald, Associate Head of Campus
PHONE/EMAIL	0439 536 771 or Meghan.rutherford@youthplus.edu.au 0448 553 096 or Ciaran.mcdonald@yohthplus.edu.au
JOB REFERENCE NO.	SFFLC/T/0820
CLOSING DATE	4 pm Monday 24 August 2020 Applications will be considered as they are received.

Aboriginal and Torres Strait Islander people are encouraged to apply

Foundation Statement

EREA seeks to respond to the needs of young people disenfranchised and disengaged from education through the provision of a safe place that provides an opportunity for them 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, through valuing, supporting and celebrating the uniqueness and dignity of each person.

EREA Flexible Learning Centres are guided by the vision of Edmund Rice, and the empowering service of education, so that young people may achieve personal and community liberation through educational experiences that enable transformation.

Background

The Nano Nagle Network is an initiative of Edmund Rice Education Australia. EREA services including Flexible Learning Centres (FLCs), offer a full-time and multiyear secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people may express a broad range of complex education and social needs and the Nano Nagle Network services respond with a variety of flexible and innovative social inclusion and learning experiences.

Nano Nagle Network 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.

Indigenous and non-indigenous young people who attend are usually disengaged from mainstream education for a range of reasons that may include those:

- who have had contact with the juvenile justice system;
- in the care of the Office of Children and Families;
- with a history of trauma;
- with a history of extended periods of unexplained absences;
- who are highly mobile;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;
- who are young parents;
- with a generational history of early school leaving; and/ or
- with a generational history of unemployment.

See www.youthplus.edu.au - Publications for further information.

Principles of Operation

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework 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.

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 at http://mail.ereflc.org.au/docs/occasional_paper_series_booklet.pdf).

EREA Charter and Touchstones

Edmund Rice schools strive to offer a liberating education, based on a gospel spirituality, within an inclusive community committed to justice and solidarity. The Charter describes our distinct identity as Edmund Rice schools and provides a practical expression of this identity. The Charter uses four touchstones to describe the culture of a Catholic school in the Edmund Rice tradition. These touchstones give us ideals authentically linked with the Charism which underpins the ministry in our schools and educational endeavours. They help us set our direction and define our goals as, following Edmund Rice’s vision, we continue to reflect and to seek to make the Gospel a living reality in our communities. The Charter and Touchstones can be accessed from the EREA website: https://secure.erea.edu.au/Publications/EREA-Charter/docs/EREA-Charter.pdf

Primary Role

Teacher positions at St Francis report to Program Directors who have been delegated this authority by the Network Principal. Key aspects of the role include:

1. Planning, preparation and 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 Flexible Learning Centre's objectives and planning.
3. Contributing to the establishment and maintenance of a supportive school environment.

Duties and Responsibilities

Typical duties and responsibilities include but are not restricted to:

1. **Develop and implement learning choices (from the Australian Curriculum/Senior Secondary Curriculum) which support the individual learning programs of each young person**
   In collaboration with other teachers and youth workers, plan and implement an educational program that engages young people and offers a range of learning choices including:
   - Integrated and applied learning;
   - Accredited learning opportunities;
   - The support of literacy and numeracy development; and
   - Development of individual learning plans in collaboration with young people and youth workers

2. **Participates in program provision to ensure wellbeing in an inclusive learning environment**
   - Maintain fidelity to, and role model, Operation by Principles and the best practice guidelines as articulated in the Nano Nagle Network Practice Framework.
   - Collaborate with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people.
   - Work collaboratively with the team to support/develop cultural links, community and family connections which support the engagement and connection of young people to learning and the wider community.
   - Participate in the daily routines and activities of the FLC e.g. morning meetings, lunch, bus pick up and drop offs, electives, outings, camps.
   - When required offer electives to support engagement.
   - Build connections with families/carers to support learning outcomes for each young person.

3. **Team participation/multidisciplinary practice**
   - Participate in professional supervision.
   - Participate in daily and weekly staff meetings, and whole team reflective practice sessions
   - Operate within the context of EREA Policies and Procedures.
   - Participate in professional development that is relevant to the work of the FLC.

4. **Support and comply with Child Safeguarding Practices according to policy**
   - Abide by EREA's Child Protection Policies, Code of Conduct, and Child Safe Code of Conduct.
   - Abide by Nano Nagle Network's Child Safety Policy and Code of Conduct.

- In consultation with the Head of Campus, Associate Heads of Campus or School Leader/s provide support to young people and families dealing with issues of child safety.
- Ensure legal and mandatory reporting obligations are met, consistent with the FLC's 'Procedures for Responding to and Reporting Allegations of Child Abuse' within the FLC's 'Child Protection Program'.
- Provide a referral point for young people and families to appropriate support services.

5. **Administrative Responsibilities**
   - Maintain appropriate records and prepare reports as required.
   - Maintain the TASS student database (i.e. student attendance roles).
   - Development of personal learning plans.
   - Participate in Student Support Group and care team meetings where required
   - NCCD data collection

6. **Other identified duties specific to the role in this Flexible Learning Centre**
   - Carry out duties and tasks that may be reasonably assigned by the Network Principal or school leadership from time to time.
   - All staff are expected to implement self-care strategies, and access organisational staff supports wherever needed.

Applications

Applications should be forwarded to nanonaglerecruitment@youthplus.edu.au by 4 pm Monday 24 August 2020, and need to include:

- A letter of introduction and a response to the Selection Criteria;
- A current curriculum vitae outlining previous experience and skills;
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact Meghan Rutherford on meghan.rutherford@youthplus.edu.au and 0439 546771 or Ciaran McDonald on Ciaran.mcdonald@youthplus.edu.au and 0448 553 096.

EREA is committed to being a child safe organisation. EREA 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. Comprehensive reference and background checking will be undertaken, including a Working with Children Check and police check.

Selection Criteria

1. All applicants will require or be eligible for registration with the Teachers Registration Board of Tasmania.

2. Understanding of or the ability to acquire an understanding of working under four principles of operation: Respect, Safe and Legal, Honesty and Participation.

3. Demonstrated high levels of ability in developing and implementing a range of flexible learning choices which meet the diverse characteristics, needs and learning styles of young people disenfranchised from education. Knowledge or ability to acquire knowledge of the Australian Curriculum and/or an alternative senior secondary provision is required.

4. Highly developed interpersonal skills in the context of relating to work colleagues, young people and parents in a cross-cultural environment. In particular, demonstrated success in building relationships with disenfranchised young people.

5. Previous experience and/or qualifications relevant to supporting and/or leading an organisations commitment to being a child safe organisation.

General Edmund Rice Education Australia Information Collection Notice – Flexible Learning Centre Job Applicants

This Flexible Learning Centre is part of Edmund Rice Education Australia (EREA), which is an organization consisting of schools, entities and offices offering a Catholic education in the tradition of Blessed Edmund Rice.

1. The Flexible Learning Centre collects personal information, including sensitive information about job applicants. This includes information provided in your job application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable the Centre to consider your application for employment with the Centre.

2. Some of the information the Centre collects is to satisfy the Centre's legal obligations, particularly to enable the Centre to discharge its duty of care to enrolled students.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

4. In order to consider your application for employment and to facilitate and manage your employment relationship with the Centre, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.

5. The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee then an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988.

6. If you are not offered a position or if you decline an offer of a position at the Centre the information stored in your recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time. At this time, the Centre will take reasonable steps to destroy or de-identify the information as appropriate.

7. The Centre may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- government departments;
- people providing administrative and financial services to the Centre;
- anyone you authorise the Centre to disclose information to; and
- anyone to whom the Centre is required or authorised to disclose the information to by law, including under child protection laws.

8. Failure to provide the information to the Centre will affect the Centre's ability to evaluate your application and may result in the recruitment process not proceeding.

9. The Centre may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.

10. EREA's Privacy Policy contains further information about its use of cloud and other third-party service providers.

11. EREA's Privacy Policy is accessible via the Centre website or from the Centre office. The Policy sets out how job applicants and employees may seek access to, and correction of their personal information which the Centre has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or may result in a breach of the Centre's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.

12. EREA's Privacy Policy also sets out how job applicants and employees can make a complaint about a breach of the APPs and how the complaint will be handled.

13. If you provide the Centre with the personal information of others, such as other employment referees, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the Centre and why, that they can request access to and correction of that information if they wish and to also refer them to EREA's Privacy Policy for further detail about such requests and how the Centre otherwise handles personal information it collects and complaints it receives.