



Nano Nagle
NETWORK

Position Description: Administration Support - Enrolments and NCCD

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| ROLE TITLE | Administration Support - Enrolments and NCCD |
| LOCATION | St Joseph's Flexible Learning Centre Geelong |
| NETWORK | Nano Nagle Network, Edmund Rice Education Australia |
| SALARY OR AWARD | Victorian Catholic Education Multi Enterprise Agreement 2018 |
| EMPLOYMENT STATUS | Part time 0.6 FTE / Fixed term |
| COMMENCEMENT | ASAP |
| POSITION REPORTS TO | Head of Campus, Senior Administration |
| POSITION SUPERVISES | N/A |
| CONTACT | Michael Crowe |
| PHONE/EMAIL | 0428 167 391 or Michael.Crowe@ereafsn.edu.au |
| JOB REFERENCE NO. | SJFFCG/AS/0121 |
| CLOSING DATE | 4 pm 18 th January 2021 |

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities 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.

Network Office | 1b/135 Cardigan Street, Carlton Vic 3053 | P.O. Box 102, Carlton South Vic 3053 [P] 03 9269 6922
St. Joseph's Flexible Learning Centre | 385 Queensberry Street, North Melbourne Vic 3051 [P] 03 9269 6900
St. Joseph's Flexible Learning Centre | 15 Police Lane, Geelong Vic 3220 [P] 03 5201 8090
St. Francis Flexible Learning Centre | 115 Allunga Road, Chigwell Tas 7011 [P] 0427 249 286
[W] www.youthplus.edu.au | ABN: 96 372 268 340

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.ereafsn.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

The primary focus of this role is to ensure a timely and supported enrolment process for young people and their parents/guardians wishing to attend St Joseph’s Flexible Learning Centre. Shaped by feedback from staff, young people and the broader school community, our enrolment and induction program has been designed to ensure young people are supported as they enrol into the St Joseph’s school community.

Working with School Leaders, classroom-based staff and school administrators this administrative role will include duties such as:

- Setting up TASS Notes and ensuring all relevant information is located in a young person’s file;
- Support the Facilitation of an introductory session with the partnership of the class to which the young person has been allocated;
- Assisting the day to day operations of Reception/Front of House; and
- Ensuring all relevant policies and procedures are followed with a particular emphasis on privacy and confidentiality.
- Support staff with the administration of YP assessments and NCCD data entry

Duties and Responsibilities

Typical duties and responsibilities include but are not restricted to:

1. Maintain fidelity to and model best practice in Operation by Principles and other key Nano Nagle practices as articulated in our Framework;
2. Enrolment
 - Working in collaboration with the school leadership, this position will maintain a supportive and thorough enrolment process for young people wishing to enrol at SJFLC. This will include:
 - Following up with past education providers, support workers, child protection and other support services to ensure all information relevant to the education and support needs of a young person is available to partnership staff and other key workers;
 - TASS Database – this position is responsible for setting up TASS for each young person enrolled, ensuring all relevant information is located on TASS.
3. Supporting young people and front of house operation:
 - Commitment to working under the four principles of operation: Respect, Safe and Legal, Honesty and Participation.
 - In conjunction with the Senior Administration Officer, perform monthly checks for staff records including Working with Vulnerable People Checks and Driver License's.
 - Respond to enquiries from staff, young people, parents, partner members, the general public and address issues in accordance with the FLC procedures.
 - Provide a welcoming and supportive environment for young people and families.
 - Provide a welcoming environment for visiting consultants.
 - Support young people with tasks such as travel passes, making phone calls, etc.
 - Support the maintaining of a safe environment of the front of house/school seeking assistance from teaching/youth work staff as required.
4. Data Entry Support NCCD
 - Support staff with the entry and tracking of relevant NCCD data, including assessments, PLP storage, Teacher NCCD statements and wellbeing planners
5. Team participation/multidisciplinary practice
 - Participate in professional supervision.
 - Participate in regular team meetings and practice sessions including daily staff debrief.
 - Participate in daily routines and activities of FLC e.g. morning meeting, lunch, electives and outings
6. 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.
7. Administrative Responsibilities
 - Maintain appropriate records and prepare reports as required.
 - Maintain records on the TASS database.
 - Support staff in preparation of school activities such as outings, special events and publications
8. Ensure that all Safety /OHS and general school procedures and protocols are followed
9. Other identified duties specific to the role in this Flexible Learning Centre
 - Carry out other duties and tasks assigned by the Network Principal, Head of Campus or
 - Program Directors

Applications

Applications for this position close 18th January 2021. Commencement will be Term 1 2021, or earlier.

Forward your application to nanonaglerecruitment@ereafsn.edu.au and 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.

Aboriginal and Torres Strait Islander People are encouraged to apply. Nano Nagle Network is an Equal Opportunity Employer.

For further information contact Michael Crowe, Head of Campus on 0428 167 391.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.

Selection Criteria

Qualifications

- Valid Working with Children Check
- Hold appropriate Australian Work Rights

Skills and Attributes:

- Skills and experience working in a flexible learning environment or with vulnerable young people highly regarded;
- Be able and willing to uphold and role model the schools' principles of operation of Respect, Safe and Legal, Honesty and Participation;
- Strong administration skills and experience including highly proficient computer usage;
- Excellent interpersonal skills with the ability to effectively communication with young people and adults;
- Ability to work effectively as a member of a multi-disciplinary team;
- Well-developed organisational skills with the ability to prioritise tasks.

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

This Nano Nagle Network 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.