



## Position Description

### Associate Head of Campus (Burdekin and Bowen)

<b>Role Title</b>	Associate Head of Campus (Burdekin and Bowen)
<b>Status</b>	Full-time, Fixed-term, 4 years
<b>School Network</b>	Xavier Flexi Schools Network Edmund Rice Education Australia
<b>School</b>	Townsville Flexible Learning Centre with Campuses at Bowen and Burdekin
<b>Reports To</b>	Principal through Head of Campus of Townsville Flexible Learning Centre
<b>Band/Wage Scale</b>	In accordance with Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023. (Assistant Principal Level)
<b>Commencement</b>	As soon as can be negotiated

#### BACKGROUND:

The Xavier Flexi Schools Network and 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 typically 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 Flexible Learning Centre is to provide young people with a varied and holistic set of learning experiences which enable 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 the Burdekin and Bowen Educational Engagement Programs were established after many years of local consultation. These new programs are campuses of the Townsville FLC and are expected to grow from one class group to several in the next few years.

#### PRIMARY ROLE PURPOSE:

This position exists to provide leadership support across the Burdekin and Bowen Campuses of the Townsville Flexible Learning Centre. This leadership role is broad in its scope and focus across the total operations of the campuses working across portfolios on a strength-based framework. The role works in close cooperation with the Head of Campus, the Associate Head of Campus Townsville, the Principal and the Network Support Team.

#### KEY WORKING RELATIONSHIPS:

The position requires positive and harmonious working relationships with:

- The Principal
- The Head of Campus, Townsville Flexible Learning Centre
- The Associate Head of Campus, Townsville Flexible Learning Centre
- Network Support Team Staff
- Flexible Learning Centre staff
- Young People
- Community members

## **PROGRAMS:**

The young people who attend our programs have typically experienced significant disengagement from education and social inclusion and may be involvement with the Department of Youth Justice and/or Children Safety.

Staff of the Bowen and Burdekin Campuses are employed through the Townsville FLC and based in either Bowen or Burdekin. They will have strong working relationships with other Townsville FLC staff located in Townsville, Burdekin and Bowen. The daily program with young people will include on-site and off-site activities. The Programs work intensively with a small group of young people from years 7-10 to get them ready to re-engage in an educational setting which may include but is not restricted to the FLC.

## **KEY ACCOUNTABILITIES:**

The key accountabilities are based on a strengths-based framework from the four aspects, Identity, Educational, Relational and Administrative, of leadership within a Flexi school.

Key accountabilities for the day-to-day leadership of the Bowen and Burdekin campuses under the direction of the Head of Campus will include:

### **Identity**

- Model and lead Operation by 'Principles', common ground and other core flexi practice.
- Implement the Touchstones of the Charter in daily practice
- Represent the Campuses at events as required
- Develop and maintain effective links and partnerships with the local communities
- Implement new staff induction
- Coordinate staff formation including reflective practice and retreats
- Facilitate young people's voice in the school community

### **Educational**

- Under the direction of the Head of Campus lead a socially inclusive educational programs that responds to the physical, intellectual, social, spiritual and cultural needs of young people
- Coordinate curriculum development and campus timetable
- Support staff with unit planning and lesson preparation
- Coordinate the production of academic reports each semester
- Deliver an educational program one day a week at each campus
- Coordinate individual student documentation, eg Personal Learning Plans, Safety Plans, Learner profiles etc.
- In collaboration with the inclusive education teacher manage educational screening and testing
- Facilitate sharing of curriculum ideas across staff and classes
- Oversea work experience, traineeships, and apprenticeships where appropriate

### **Administration**

- Ensure compliance with all relevant policies, procedures, guidelines and legislative requirements.
- Coordinate the collection of data and compilation of reports/acquittals
- Manage census enrolment, reporting and other data submissions required by EREA, Government, QCEC and other bodies
- Manage enrolment processes
- Manage secure and confidential records
- Ensure student databases are maintained and accurate
- Oversee financial processes
- Oversee plant and equipment including OHS issues, maintenance, bus certification, driver's

- licence register etc
- Coordinate site calendar
- Manage staff
  - Provide pastoral support
  - Support annual professional conversations
  - Assist in the provision of professional development opportunities
  - Involvement in the employment and training of new staff when required
- Maintain a register of staff training and professional development
- Ensure all OHS policies are followed, risk assessments completed, files maintained and all is done in a culture of safety.

### **Relational**

- Build and maintain effective relationships with traditional custodians, local schools, government and non-government agencies, private providers and community members.
- Promote the school within the communities and beyond
- Support young people and families to maximise attendance and engagement at each campus
- Provide a welcoming atmosphere
- Coordinate, plan and manage community events
- Support YP transitioning in and out of the school
- Visit families to support the engagement of young people
- Support staff in the management of critical incidents
- Participate in external professional supervision
- Support staff wellbeing at both campuses

### **Additional Duties**

Any other duties as reasonably requested by the Head of Campus or Principal. These additional duties will generally be mutually agreed by all parties.

### **KEY SELECTION CRITERIA:**

1. Tertiary qualifications in Education with eligibility for teacher registration with Queensland College of Teachers.
2. Current open drivers license and ability and willingness to drive between Campuses in Townsville, Burdekin and Bowen
3. Demonstrated commitment to the values of Edmund Rice Education Australia. In particular the person needs to be able to demonstrate a commitment to building just communities which enhance learning and wellbeing for young people.
4. Demonstrated excellence in leadership of the development and maintenance of programs for young people at risk. Substantial knowledge of, and experience in, at least one of the aspects of leadership. In particular the person needs to be able to demonstrate an ability to assist staff in this area and to engage in reflective practice on how to best enhance learning for disengaged young people.
5. Demonstrated experience and ability to provide leadership in trauma informed practice and wellbeing support that ensures that young people can achieve positive social outcomes and re-engagement in learning.
6. Demonstrated ability in developing and implementing a range of learning choices/curriculum and assessment which meet the diverse characteristics, needs and learning styles of young people at risk.

7. Commitment to and ability to lead a multi-disciplinary community in reflection around working together under four principles of operation: Respect, Safe and Legal, Honesty and Participation. The principles establish a “common ground” among staff, young people and families, where the means to resolve conflict, negotiate learning, recognize rights, responsibilities and consequences are modelled and explored, both within the group and individually.
8. Highly developed management and communication skills. The ability to demonstrate skills and experience in the context of relating to staff, through mentoring, planning and implementation of new programs and events and facilitation in groups for critical reflection.
9. A demonstrated commitment to ongoing personal professional development and formation.

All position descriptions will be reviewed as part of the formal professional reflection and review process and at such other times as mutually agreeable by the employer and employee.

#### **APPLICATION PROCESS:**

Please visit [www.ereafsn.edu.au](http://www.ereafsn.edu.au) and follow the Employment Opportunities tab to view the Position Description, Applicant Information and to apply.

**Close date:** Applications will be reviewed as they are received.

To apply for this role please provide the following documents:

- *Cover letter*
- *Responses to the above Key Selection Criteria (listed above in points 1-9) in no more than 4 pages*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

Submit applications to [xavierrecruitment@ereafsn.edu.au](mailto:xavierrecruitment@ereafsn.edu.au)

Only those applicants successful in obtaining an interview will be contacted.

***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 protection policies and procedures.***