



POSITION DESCRIPTION ASSOCIATE HEAD OF CAMPUS DECEPTION BAY FLEXIBLE LEARNING CENTRE

For more information about this position, please contact Matt Hawkins, Principal, Marlene Moore Flexi Schools Network.

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Role Title	Associate Head of Campus
Location	Deception Bay Flexible Learning Centre, Gubbi Gubbi/Kabi Kabi Country
Contract	An initial contract of four years will be offered, with the possibility of a further four-year contract following a successful review.
Start Date	17 January 2022
Applications Close	4pm, Monday 27 September
Applications To	MMRecruitment@ereafsn.edu.au
Reports To	Head of Campus, Deception Bay FLC
Conditions	In addition to the position’s substantive salary, the position will attract a Middle Leadership Allowance between Tier 3 and 5 depending on qualifications and experience in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools Queensland 2019-2023 – Schedule 1.3</i> . The successful candidate will also receive a laptop and mobile phone.

FOUNDATION STATEMENT

Edmund Rice Education Australia (EREA) 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 (FLCs) seek to build honest and authentic relationships with young people, their families, and communities, supporting and celebrating the uniqueness and dignity of each person. FLCs 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.





PRINCIPLES OF OPERATION (RESPECT, PARTICIPATION, SAFE AND LEGAL, HONESTY)

All employees of the Marlene Moore Flexi School Network adhere to the concepts of Common Ground and Operation by Principles. All Flexible Learning Centres operate under this framework and this 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.

BACKGROUND

Marlene Moore (1945-1995) was a proud Wakka Wakka woman who worked on the staff of the first FLC at Logan in the 1980's. A member of the Stolen Generations who was taken from Gayndah to Cherbourg at the age of two along with her seven brothers and sisters, Marlene left at the age of 15 and worked as a domestic. She married and moved to Logan in 1975 where she raised six children. Marlene decided to return to study at Kangaroo Point TAFE College, where she completed studies in Welfare. She also went on to complete Early Childhood Studies through the Creche and Kindergarten Association. Marlene was appointed Indigenous Liaison Worker within Centre Education where she also worked as live-in caretaker. Her last few years were spent proudly working as the Indigenous Liaison Officer at Logan Hospital. Marlene passed away in 1995 aged 50.

Marlene Moore Flexi Schools Network (MMFSN), named in honour of Marlene, is an initiative of EREA. MMFSN offers a full-time and multiyear secondary education and social inclusion program for disenfranchised young people across four school campuses: Hemmant, Deception Bay, Noosa, and Gympie. Young people may express a broad range of complex education and social needs and MMFSN FLCs respond with a variety of flexible and innovative social inclusion and learning experiences.

MMFSN provides 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;
- ❖ Those with a generational history of unemployment.

PRIMARY ROLE

The Associate Head of Campus reports to the Head of Campus and is a member of the DBFLC Leadership Team and the MMFSN Collaborative Leadership Group. As such, the position has shared responsibility to ensure authentic alignment to the core values of the Network and school, as articulated in the EREA Charter and the MMFSN Strategic Plan. In addition to the responsibility of deputising for the Head of Campus when absent, they have delegated responsibility to lead the school's approach to:

1. Administrative Leadership

- a. Develop and oversee the school's timetable;
- b. Manage and oversee the school calendar;
- c. Develop and implement meeting schedules and duty rosters for staff;
- d. Work in partnership with the Head of Campus and the Network Support Team to implement and maintain administrative systems across the school;
- e. Co-ordinate holiday programs.

2. Daily Organisation

- a. Manage and cover staff absences;
- b. Facilitate operational component of daily staff briefings, including organisation of bus runs, daily timetable, duties etc.

3. Young People Induction, Wellbeing and Engagement

- a. Oversight of new Young People Induction processes;
- b. Respond to daily Young People issues as they occur, through high level community presence;
- c. Support Young People with engagement, Operation by Principles and Collaborative Problem Solving;
- d. Work in partnership with the Middle Leader Young People Wellbeing on the implementation of holistic wellbeing programs across the school.

4. Risk and Compliance

- a. Be the first point of contact for the MMFSN Risk and Compliance Officer on matters of Workplace Health and Safety;



- b. In partnership with the Risk and Compliance Officer, oversee the administration and engagement of staff with mandatory CompliLearn training.

5. EREA Identity Leadership

- a. Represent the school on occasion at EREA Identity Leader events;
- b. In partnership with the Leader of Staff Formation and Professional Practice, lead the school's approach to authentically embodying the four touchstones of the EREA Charter;
- c. Facilitation of staff formation in relation to working in a Catholic school in the Edmund Rice tradition;
- d. Provide and support opportunities for staff and Young People to engage with social justice, advocacy, and service-learning initiatives.

6. Staff Reflective Practice

- a. In partnership with the Head of Campus, co-ordinate and facilitate Staff Reflective Practice Meetings;
- b. Mentor staff on issues of authentic practice.

7. Other

- a. Carry out duties and tasks that may be reasonably assigned by the Head of Campus or Principal from time to time.

APPLICATION PROCESS

Applications are to be submitted via email to MMRecruitment@ereafsn.edu.au by 4pm on Monday 27 September 2021. To apply for this role please provide the following:

- ❖ A cover letter, addressed to Matt Hawkins, Principal, Marlene Moore Flexi Schools Network, outlining reasons for wishing to apply.
- ❖ Current Curriculum Vitae, outlining previous experience, relevant qualifications, and skills;
 - Please include contact details of at least two referees, one of whom is from current or most recent place of employment.
- ❖ Response to the following Selection Criteria (no more than four pages):
 - Demonstrated ability to carry out the duties outlined in the Primary Role description (above);
 - Demonstrated capacity and understanding of leadership within the context of a Catholic school in the Edmund Rice tradition;
 - Demonstrated ability to work relationally and collaboratively in a unique and complex team environment;
 - Demonstrated understanding of, and ability to work within the framework of EREA Flexible Learning Centres – Common Ground and Operation by Principles;



Marlene Moore

Flexi Schools Network

- High level verbal and written communication skills;
- Demonstrated ability to think creatively, adapt quickly to new contexts, and lead change;
- Relevant qualifications and/or experience in one or more of the following fields: Education, Educational Leadership, Social Work, Youth Work, Human Resources, Management. (Please note, a teaching background is not essential for this position.)

Our organisation 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.

First Nations Peoples are encouraged to apply.

