



POSITION DESCRIPTION LEADER OF STAFF FORMATION AND PROFESSIONAL PRACTICE

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

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Role Title	Leader of Staff Formation and Professional Practice
Location	The position will have a base in Brisbane, but will regularly travel to the four sites within the Network: Hemmant, Deception Bay, Noosa and Gympie.
Contract	An initial contract of five years will be offered, with the possibility of a further five year contract following a successful review.
Start Date	January 2022
Applications Close	4pm, Friday 17 September 2021
Applications To	MMRecruitment@ereafsn.edu.au Please address applications to: Matt Hawkins Principal, Marlene Moore Flexi Schools Network
Reports To	Principal, Marlene Moore Flexi Schools Network
Conditions	The position will be remunerated at Deputy Principal level in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools Queensland 2019-2023 – Schedule 1. The successful candidate will also receive a laptop, mobile phone and motor vehicle allowance.

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.

See www.ereafsn.edu.au for further information.

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 Flexi School Network (MMFSN) 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.

Currently, there are approximately 400 Young People and 100 staff across the Marlene Moore Flexi Schools Network. The MMFSN Leadership Team consists of the Principal, Business Manager, Leader of Learning and Pedagogy, Leader of Staff Formation and Professional Practice, and the four Heads of Campus. The MMFSN Network Support Team consists of the Principal, Principal's PA and Administration/HR Officer, Business Manager, Accountant, Finance/Administration Support Officer, Risk and Compliance Officer, Leader of Learning and Pedagogy, Inclusive Education Co-ordinator, Leader of Staff Formation and Professional Practice.

PRIMARY ROLE

The Leader of Staff Formation and Professional Practice reports to the Principal, Marlene Moore Flexi Schools Network, and is a member of the MMFSN Leadership Team and the MMFSN Network Support Team. As a member of the MMFSN Leadership Team, the position has shared responsibility to ensure authentic alignment to the core values of the Network, as articulated in the EREA Charter and the MMFSN Strategic Plan. They have delegated responsibility to lead the Network's approach to:

1. Staff Formation and Professional Development
 - a. Mentoring of staff
 - b. Oversight and leadership of Network professional development priorities and implementation – including but not limited to Operation by Principles, Common Ground, Trauma Transformational Practices, and Collaborative Problem Solving
 - c. Oversight of Network-wide staff collaboration groups
 - d. Group facilitation, including Technology of Participation (TOP) Days
2. Human Resources Policies and Procedures
 - a. Development, oversight and leadership of recruitment policies and processes
 - b. Leadership and facilitation of new staff induction processes
 - c. Oversight and facilitation of staff performance processes
 - d. Oversight of Teacher Registration processes
 - e. Ensuring the maintenance of appropriate records and preparation of reports as required



3. Staff Wellbeing
 - a. Development and leadership of formal and informal staff wellbeing programs and initiatives
 - b. Oversight of annual staff Professional Learning Plans, including the development and leadership of formalised feedback processes
 - c. Oversight of responses to critical incidents in relation to staff wellbeing
 - d. Engaging with staff in reflective practice and inner work
4. EREA Identity Leadership
 - a. Representing the Network at EREA Identity Leader events
 - b. Leading the Network's approach to authentically embodying the four touchstones of the EREA Charter
 - c. Leadership and facilitation of staff formation in relation to working in a Catholic school in the Edmund Rice tradition
 - d. Supporting Heads of Campus on rituals and events appropriate to an FLC context
 - e. Overseeing the Network's engagement with the EREA Renewal Process
 - f. Providing and supporting opportunities for staff and Young People to engage with social justice, advocacy and service-learning initiatives
5. First Nations Education
 - a. Working in partnership with First Nations staff to ensure cultural safety and awareness across the Network
 - b. Working in partnership with First Nations staff to create and foster strong community connections
 - c. Working in partnership with First Nations staff/communities to ensure the development, creation and authentic embodiment of Reconciliation Action Plans and Indigenous Education Strategies at each site
6. Inclusion and Diversity
 - a. Leading staff formation on the concept of radical inclusion
 - b. Working in partnership with the Principal, Heads of Campus and Risk and Compliance Officer to ensure that all policies, procedures and processes are inclusive of all people
 - c. Creating connections and working in partnership with external communities to enhance understandings of inclusion and diversity across the Network
 - d. Developing and supporting events which promote inclusion and diversity
7. Other
 - a. Carry out duties and tasks that may be reasonably assigned by the Principal from time to time
 - b. Deputise for the Principal on occasion



APPLICATION PROCESS AND SELECTION CRITERIA

Applications are to be submitted via email to MMRecruitment@ereafsn.edu.au by 4pm on Friday 17 September 2021. To apply for this role please provide the following documents:

- ❖ 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;
 - Demonstrated understanding of the current industrial environment in Education;
 - High level verbal and written communication skills;
 - Demonstrated ability to think creatively, adapt quickly to new contexts, and lead change;
 - Ability and willingness to travel regularly to all four sites within the Network;
 - Relevant qualifications in one or more of the following fields: Education, Educational Leadership, Social Work, Human Resources, Management.

Shortlisted applicants will be notified by phone or email.

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.

Aboriginal and Torres Strait Islander peoples are encouraged to apply.

