



## 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, 5 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

#### **CHILD SAFEGUARDING:**

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children. EREA and its schools have a zero tolerance of abuse of harm towards children. Xavier Flexi Schools Network (XFSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people. Therefore, all applicants will be subject to EREA policy and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy, Code of Conduct and Working with Children Checks.

#### **PRINCIPLES OF OPERATION:**

All employees of Xavier Flexi School Network (XFSN) 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. As such, the position has a shared responsibility to ensure authentic alignment to the core values of the Network and school, as articulated in the EREA Charter and the XFSN Strategic Plan.

#### **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. The successful applicant will possess the following attributes:

- Collaborative
- Self-directed learner
- Curiosity
- Engaging
- Open-minded
- Critical reflection

## 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, Parents and Carers
- Community members
- EREA, QCEC, NSSAB
- Non-Government Organisations

## PROGRAMS:

The young people who attend our programs have typically experienced significant disengagement from education and social inclusion and may have 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 in years 7-10 to build capacity to engage in further education and or training.

## KEY ACCOUNTABILITIES:

The key accountabilities are based on a strengths-based framework from the five aspects; Identity, Educational, Relational, Administrative and Community, of leadership within a Flexi school. Key accountabilities for the day-to-day operations and leadership of the Bowen and Burdekin campuses under the direction of the Head of Campus.

### Identity

- Model and lead Operation by 'Principles', common ground and other core flexi practice including coaching and mentoring staff.
- Implement the EREA 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
- Work towards an environmental and sustainable school

## **Educational**

- Under the direction of the Head of Campus lead socially inclusive educational programs that respond 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
- Coordinate individual student documentation, eg Personal Learning Plans, Safety Plans, Learner profiles etc.
- In collaboration with the Inclusive Education Coordinator manage educational screening and testing
- Facilitate sharing of curriculum ideas across staff and classes including ACARA and QCE
- Oversee work experience, traineeships, and apprenticeships where appropriate
- Deliver part of the educational program at each campus

## **Administration**

- Ensure compliance with all relevant policies, procedures, guidelines and legislative requirements.
- Coordinate the collection of data and compilation of reports/acquittals
- Support census enrolment, reporting and other data submissions required by EREA, Government, QCEC and other bodies
- Coordinate enrolment processes
- Follow policies to ensure records are confidential and secure
- Facilitate and support staff on site to access and document student databases
- Work with the Head of Campus and Administration to oversee financial processes and plant and equipment
- Daily Organisation
  - Manage and cover staff absences
  - Facilitate operational component of daily staff briefings, including organisation of bus runs, daily timetables, duties etc.
- Maintain a register of staff training and professional development and add to TASS HR
- Ensure all OHS policies are followed, risk assessments completed, files maintained, and all is done in a culture of safety.
- Liaise with Risk and Compliance Officer and Leader of Staff Formation and Professional Practice to support staff with critical incidents

## **Relational**

- Provide pastoral support
- Support annual professional conversations with the Head of Campus
- Assist in the provision of professional development opportunities
- Involvement in the employment and training of new staff when required
- 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
- Support YP transitioning in and out of the school through induction and exit programs
- Visit families to support the engagement of young people
- Participate in external professional supervision
- Support staff wellbeing at both campuses

## **Community**

- Build rapport and connections with local First Nations Communities
- Build and maintain effective relationships with traditional custodians, local schools, government and non-government agencies, private providers and community members.
- Promote the school to external schools and guidance officers
- Coordinate, plan and manage community events

### **Additional Duties**

- Responsibility of deputising for the Head of Campus
- 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 and current open drivers license and ability and willingness to drive between Campuses in Townsville, Burdekin and Bowen
2. 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 based on the Touchstones of; Inclusive community, Gospel Spirituality, Justice and Solidarity and Liberating Education, which enhance learning and wellbeing for young people.
3. Demonstrated leadership of the development and maintenance of programs for young people at risk. Substantial knowledge of, and experience in, one or more of the aspects of leadership (as identified in the Key Accountabilities). 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.
4. Demonstrated experience and ability to provide leadership in trauma informed practice and wellbeing support that ensures that young people can achieve positive educational and social outcomes.
5. 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.
6. 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.

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: 9am, Friday 3 December 2021.** Interviews to be held on Thursday 9 December 2021.

To apply for this role please provide the following documents:

- *Cover letter*
- *Responses to the above Key Selection Criteria (listed above in points 1-6) in no more than 4 pages*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

***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.***