



## Position Description: Program Director Teaching and Learning

ROLE TITLE	Program Director Teaching and Learning
LOCATION	St Joseph's Flexible Learning Centre – Geelong Campus
POSITION REPORTS TO	Head of Campus
POSITION SUPERVISES	Teaching and Support Staff as directed by the Head of Campus
DOCUMENT DATE	01 March 2022

**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.

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;

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St. Joseph's Flexible Learning Centre | 127-131 Torquay Road, Grovedale VIC 3216 [P] 03 5201 8090  
St. Francis Flexible Learning Centre | 115 Allunga Road, Chigwell TAS 7011 [P] 0427 249 286  
[W] [www.ereafsn.edu.au](http://www.ereafsn.edu.au) | ABN: 96 372 268 340

- with a generational history of early school leaving; and/ or
- with a generational history of unemployment.

See [www.ereafsn.edu.au](http://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](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

Based at the Geelong Campus of St Joseph’s Flexible Learning Centre and reporting to the Head of Campus, this position is accountable for the provision of best practice teaching and learning strategies across the site. This includes provision of elective subjects and extracurricular student engagement activities that are delivered in accordance with relevant external and internal standards.

### 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. Lead the delivery of best practice trauma informed teaching and learning opportunities for all young people. This will include;
  - Focus on the implementation of the Teaching and Learning Framework
  - Focus on ensuring progression and effective achievement tracking for young people
  - Focus on enhancing a learning culture at the school
  - Focus on learning outcomes for young people
  - Focus on appropriate learning pathways for young people
  - Facilitate regular teaching and learning meetings with relevant leaders to ensure best practice, consistent, innovative and collaborative teaching and learning opportunities are provided at St Joseph’s Flexible Learning Centre (SJFLC)
  - Facilitate relevant professional development in line with the frameworks and pedagogical approaches implemented at SJFLC.
3. Lead the delivery of electives and engagement lessons in a manner that is consistent to relevant external and internal standards/ requirements. This will include;
  - Develop, organise and deliver a range of extracurricular ‘school engagement activities designed to entice young people to attend the school;
  - Conduct consultation with young people each term to gain feedback about the relevance of current extracurricular activities and suggestions for additional activities.
4. Facilitate, guide and support the process of submitting the Nationally Consistent Collection of Data (NCCD) each year, alongside relevant program leaders and teaching and learning leaders.
5. Ensure that all staff are competent in the Operation by Principles approach;

6. Provide high quality supervision to all direct reports and other staff as required;
7. Ensure that all staff are provided with high quality supervision;
8. Implement and monitor new staff reviews and annual staff appraisals;
9. Implement performance management processes for staff when required subject to consultation with the Head of Campus and other relevant HR/Legal specialists;
10. Ensure new teaching and youth worker staff are provided with required training, support and supervision to enable them to be competent in the delivery of Victorian Curriculum/VCAL programs and Operation by Principles;
11. **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.
12. Other duties as reasonably directed by the Head of Campus and/or Network Principal
13. Ensure that all Safety W/OHS and general school procedures and protocols are followed

## Selection and Review Criteria

Qualifications	Skills and Attributes
<ul style="list-style-type: none"> <li>• Relevant Tertiary Qualification</li> <li>• Minimum 5 Years experience in a similar role</li> <li>• Ability to obtain and maintain Victorian Teaching Registration</li> <li>• Hold appropriate Australian Work Rights</li> <li>• Valid First Aid Certificate or willingness to obtain.</li> <li>• Valid Australian Driver's Licence and willingness to drive school vehicles when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Be able and willing to uphold and role model the schools' principles of operation of Respect, Participation, Safe and Legal, and Honesty</li> <li>• Exemplary leadership skills.</li> <li>• Well-developed understanding of the developmental needs of young people from a disadvantaged or disengaged perspective.</li> <li>• Demonstrated excellence in leading whole school teaching and learning initiatives that promote proactive wellbeing focussed opportunities for young people that enhances positive social outcomes and re-engagement in education.</li> <li>• Demonstrated skills, knowledge and experience in analysing complex situations and implementing appropriate strategies to promote protective factors and positive outcomes when working with the most at-risk young people.</li> <li>• Demonstrated leadership experience in staff support, development and professional supervision in education within collaborative multidisciplinary team settings. This should include experience in facilitating reflective practice sessions for staff.</li> <li>• Excellent time management and organisational skills and the ability to work to deadlines.</li> <li>• Experience and confidence when engaging with parents and is competent in managing complex situations.</li> <li>• Well-developed written and verbal communication skills.</li> <li>• Demonstrates drive to achieve the best outcomes for students, parents and the school.</li> <li>• Collaborative team player with the ability to build quality working relationships.</li> <li>• Resilient and able to develop resilience in others with a high level of emotional intelligence.</li> <li>• Ability and willingness to travel to school sites and for professional development as required.</li> </ul>
<p><b>Physical Requirements:</b>  This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.  Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.</p>	