

Job Description – Associate Head of Campus

Role Title	Associate Head of Campus
Reports to	Head of Campus
Location	St Laurence Flexible Learning Centre, Newcastle
Network	NSW & TAS Flexible Schools Network
Award	Multi-Enterprise Agreement Model B
Employment Status	Full Time - Ongoing
Commencement	January 2024 – exact start date to be negotiated with the successful candidate.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Background

St Laurence Flexible Learning Centre (SLFLC) is an initiative of Edmund Rice Education Australia Flexible Schools Ltd. SLFLC is a special assistance registered school offering full-time and multiyear secondary education and social inclusion program for disenfranchised young people. Young people may express a broad range of complex educational and social needs and EREA FLC's respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA FLC 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.

Students who attend include indigenous and non-indigenous young people that are disengaged from mainstream education for a variety of reasons.

St Laurence FLC works on a number of frameworks;

- Operation By Principles (Safe & Legal, Respect, Participation and Honesty)
- Common Ground. Our practices include: working agreements, Collaborative and Proactive Solutions (CPS) and Restorative Practice
- Unconditional positive regard

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

Primary Role

This newly created role requires a person with the passion and skills to provide leadership support across the site. This leadership role is broad in its scope and focus across the total operations of the site working across portfolios on a strength-based framework. The role works in close cooperation to complement the strengths and skills of the Head of Campus, and the Wellbeing Co-Ordinator with support from the Area Principal and the Regional Support Team.

The role will also have curriculum delivery responsibilities to a class group as well as a focus on Wellbeing across the school.

Key Working Relationships

The position requires positive and harmonious working relationships with:

- Young People & families/caregivers
- The Head of Campus
- Flexible Learning Centre staff
- Community Members
- Regional Support Team Staff
- The Area Principal, NSW & TAS Flexi Schools Region
- The Regional Director of Flexi Schools NSW/TAS

Qualifications and Experience

- Previous experience in diverse educational environments expected
- Previous experience at a leadership level is essential
- Tertiary qualifications in Teaching with current teacher registration with NESAs
- The Associate Head of Campus is required to demonstrate leadership involving self-directed application of knowledge with depth in wellbeing and inclusive practices
- Hold a current clean Drivers Licence (transport of young people is required)

Key Accountabilities

The Area Principal is responsible for the operation of all Flexible Learning Centres programs within Edmund Rice Education Australia. All staff are accountable to the Area Principal of the Flexible Learning Centres within EREA.

The Associate Head of Campus will carry responsibilities across portfolios with a focus on Wellbeing, to support the operations of the school. They will assist in the leadership of the day-to-day activities of the site, in cooperation with the Head of Campus in keeping with 'Operation by Principles', to enact all relevant policies, procedures, guidelines and legislative requirements.

1. Leadership, Administration and Operations of the site:

- Represent and promote the Centre at events as required
- Provide assistance to the Head of Campus and leadership with staff in the development and review of the strategic plan
- Work alongside the Head of Campus to consolidate practices and grow the school
- Work alongside the Head of Campus and Wellbeing Co-ordinator to develop a strong Wellbeing action plan including proven practice and processes to support the young people
- Provide assistance to the Head of Campus in the compilation of Term Reports, Annual Reports and other written reports as required
- Coordinate collection of data and compilation of reports/acquittals for site including financial reports with the support of the financial team
- Manage/ support census enrolment, reporting and data submissions required by EREA, NESAs, Government, and other bodies with Admin Officer and HOC
- Participate in regular professional supervision
- Coordinate/support staff attendance/participation in professional development and formation which is aligned to the site's Strategic Plan and individual staff annual review
- Participate in and deliver professional development activities relevant to both the FLC program and personal/professional growth

- Ensure all OHS policies are followed, risk assessments, and Venue Proformas are completed, files maintained, and all is done in a culture of safety
- Facilitate young peoples' voice in the community through community groups, Flexi newsletter, bulletin boards
- Use ICT competently to assist in completing administrative tasks. Acquire competency in the use of the TASS database
- Provide regular mentoring to other staff at the FLC
- 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.
- Role model and support staff to embed the practices of Unconditional Positive Regard and "common ground" among staff, young people and families, and Collaborative Problem Solving as the means to resolve conflict

2. Learning:

- Collaborate with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people
- Support the NCCD process within the school using the CSNSW NETID tool with a focus on Wellbeing
- Planning and production of academic reports each semester
- Support the academic growth of programs aligned with the centre's strategic plan
- Support staff with young people's Personal Learning Plan (PLP) compilation and safety plans

3. Wellbeing:

- Facilitate the inclusion of Indigenous perspectives across the school
- Provide a welcoming and inclusive atmosphere
- Develop and support processes and practices which empower the genuine voice of young people in the operation of the school
- Coordinate planning and management of community events with wellbeing staff
- Management of YP information for respective programs including elective registers
- Visit families to support YP for respective programs, engagement, and attendance
- Support staff in the management of critical incidents
- Support staff welfare at the Centre, including reflective practice
- Support staff induction program
- Work with staff to support enrolment and induction process for new young people
- Support the Transition role with young people transitioning into and out of the Centre
- Support young people and families to maximise attendance and engagement with the Centre
- Develop and maintain links and partnerships with the local community
- Work collaboratively with the team to support/develop cultural links, community and family connections which support the engagement and connection of young people to learning and the wider community

4. Additional Duties

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

Selection Criteria

1. Tertiary qualifications in Teaching with eligibility for teacher registration with NESAs
2. Previous experience at a Leadership Level
3. Demonstrated commitment to the values of Edmund Rice Education Australia. In particular the successful applicant needs to be able to demonstrate a commitment to building inclusive and just communities which enhance learning and wellbeing for young people
4. Demonstrated ability to meet the Leadership, Administration and Operational needs of the site
5. Demonstrated ability in delivering differentiated curriculum and learning styles to meet the needs of young people at risk
6. Demonstrated experience and ability to ensure the Wellbeing of young people in an inclusive learning environment
7. Demonstrated knowledge and application of proven practices that enhance Wellbeing for young people
8. Highly developed interpersonal skills in the context of relating to work colleagues, young people, parents and community organisations in a multi-cultural environment

Applications

Please forward applications to eastern.network@ereafsn.edu.au by **5:00pm on Wednesday, 29 November 2023**. **Applications must include each of the following:**

- A cover letter, which includes:
 - Relevant qualifications;
 - Your suitability in relation to the Duties and Responsibilities as per Position Description;
 - Summarises relevant experience;
 - Reasons for wishing to apply.
- A current resume outlining previous experience and skills;
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact Nicole Mitchell, Senior Network Administrator, at 0427 455 964, or, by email at eastern.network@ereafsn.edu.au

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