



Position Description

Associate Head of Campus - Curriculum

Teaching qualifications and experience

Flexible Learning Centre	St Joseph's Catholic Flexible Learning Centre
Network	EREA Youth+ Central West Flexi Schools Network
Location	Alice Springs – Northern Territory
Salary or Award	In accordance with <i>the Catholic Schools (Northern Territory) Collective Enterprise Agreement 2014</i> , including POR 2
Employment Status	Full-time
Appointment	Three (3) Years. One further two (2) Years appointment, subject to the position continuing and satisfactory performance reviews.
Probation Period	6 Month Probation.
Reviews	In the first contract period – a formative review at the end of first year and a summative review in the second half of the final year. Further appointment will have a summative review in the second half of the final term.
Report	Campus Principal/Network Principal
Closing Date	12 September 2017

Aboriginal and Torres Strait Islander people are encouraged to apply.

Background:

Youth+ is an initiative of Edmund Rice Education Australia. EREA Youth+ services including Flexible Learning Centres (FLCs) offer a full-time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the Youth+ services respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA Youth + 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.

St Joseph's Catholic Flexible Learning Centre is a Catholic School in the Edmund Rice tradition. It is a diocesan school and is part of the Diocese of Darwin and the Northern Territory Catholic Education Office. There is a strong focus on literacy and numeracy skills in an integrated learning framework. Engagement activities including outdoor education, sport, art, music, cultural connections are also an integral part of the daily offerings.

Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and these may 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; and
- Those with a generational history of unemployment.

See www.youthplus.edu.au - Publications for further information.

Primary Role:

The Associate Head of Campus - Curriculum reports to the Campus Principal and Network Principal. He/she has delegated responsibility to enhance the curriculum responses to support staff members and young people in their achievement of educational and wellbeing outcomes. He/she will work collaboratively with the Campus Principal, the Associate Head of Campus Wellbeing, Network Principal, Network Assistant Principal - Teaching and Learning, and Network Support Team to provide leadership to the FLC community. He/She will have the ability to analyse complex situations and implement appropriate strategies to enhance the educational and wellbeing outcomes for young people. Other responsibilities may be negotiated at the time of appointment with the Campus Principal and Network Principal.

Qualifications:

- At least 5 years' experience in the education profession is essential.
- Successful experience in a middle management leadership role and post graduate qualification/s in education is highly desirable.
- Tertiary qualifications in Teaching is essential.
- The Associate Head of Campus Curriculum is required to have successfully led projects in their current context to improve educational and/or wellbeing outcomes for young people.
- Registration with the Teacher Registration Board of the Northern Territory.
- A Working with Children Clearance Notice and Ochre Card.
- Current drivers licence, with Light Rigid highly desirable.

Principles of Operation (Respect, Participation, Safe and Legal, Honesty):

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 Statement and FLC Occasional Papers. (*available on the website*) www.youthplus.edu.au/about-us/foundation-statement.html

Duties and Responsibilities:

Typical duties and responsibilities include but are not restricted to:

1. Develop and implement teaching and learning programs which support the personal learning plan of each young person

In collaboration with Assistant Principal -Teaching and Learning, Teachers and Youth Workers:

- plan and implement an educational program which engages young people and offers a range of learning choices including:
 - Inquiry/project based learning programs;
 - Senior years certificate and accredited learning opportunities e.g. NTCET, VET subjects;
 - The support of literacy and numeracy development across all curriculum learning areas;
 - Embed culturally sensitive perspectives within learning programs;
 - Develop personal learning plans in collaboration with young people, youth workers, parents/carers; and
 - Use of data to inform teaching practice and set strategic goals.
- Report progress on curriculum plans on a regular basis to the Campus Principal/Network Principal.

2. Participates in program provision to ensure an inclusive learning environment

- Collaborates with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people;
- Lead and implement educational programs to various class groups;
- Lead and participate in the daily routines and activities of the FLC e.g. staff meetings, lunch, bus pick up and drop offs, electives, outings, camps;
- In collaboration with Associate Head of Campus - Wellbeing, co-ordinate electives program to support engagement;
- Follow up on young people non-attendance in a supportive environment;
- Build connections with families to support educational and wellbeing outcomes for each young person; and
- Collaborates with the Associate Head of Campus - Wellbeing for the development of an integrated program, supporting curriculum and wellbeing outcomes.

3. Develop and implement a program which support transitions to further learning and/or employment opportunities for young people

- Development of transition learning plan in collaboration with key teaching staff, young people and external agencies;
- Oversee the development of Employment Portfolios and ongoing Employment Preparedness Profile for our young people;
- Organise, coordinate, monitor and support Work Experience, Work Placement opportunities, Industry, TAFE and Group Training visits, and excursions to Jobs Expos;
- Build transition relationships and work with relevant agencies, potential employers, further learning providers to transition young people to suitable programs;
- Organise Industry, TAFE, Group Training visits and excursions to Jobs Expos;
- Facilitate Pre-Employment licensing: First Aid Training, RSA etc.;
- Assist young people with Job-search and interview + presentation training; and

- Facilitate and monitor In-school VET, TAFE training and post-school training & education opportunities.
- 4. Lead and Support the development of the NTCET/VET offerings in the school**
- Facilitate the delivery of Certificates (e.g. Cert 1 and 2 in Literacy and Numeracy) and support staff in program planning and administrative requirements;
 - Monitor the delivery of VET courses by internal and external Trainers.
- 5. Team participation/multidisciplinary practice/professional development**
- Participate in professional supervision;
 - Support regular whole team reflective practice sessions including daily staff debrief;
 - Operate within the context of Youth+ Policies and Procedures;
 - Actively participate in professional development that is relevant to the work of the FLC; and
 - Actively participate in professional networks of EREA Youth+ and Catholic Education Northern Territory as determined by the Campus Principal.
 - Engage in regular consultations, reviews, planning and professional development with Network Assistant Principal – Teaching and Learning to enhance curriculum outcomes and strategic goals.
- 6. Administrative Responsibilities**
- Maintain appropriate records in the database and prepares reports as required;
 - Support the development of staff through the Professional Enhancement Process;
 - Participates in young person cross agency meetings as required; and
 - Chair regular curriculum meetings – prepare agendas in consultation with staff. Chair meetings, take minutes and follow up actions.
 - Participate in school development planning/strategic goals.
- 7. Other identified duties specific to the role in this Flexible Learning Centre**
- Carries out duties and tasks that may be reasonably assigned by the Campus Principal, Network Principal and Assistant Principal – Teaching and Learning, from time to time.

Application Process:

Applications for this position close on Tuesday 12 September, 2017. To apply for this position please visit: <http://www.youthplus.edu.au/employment-opportunities> where you will be directed to a third party link to submit your application.

The following documents form part of the application process:

- Respond to the Selection Criteria, no more than 4 pages.
- A curriculum vitae outlining relevant work history including contact details of at least two (2) referees. Please include a referee from current or most recent place of employment.

For further information, please contact the Campus Principal, Sitinder Bahia on 0427 659 549 or email sitinder.bahia@youthplus.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 this position will be subject to EREA screening procedures.

Selection Criteria:

Criteria 1:

- Demonstrate understanding of or the ability to acquire an understanding of working under four principles of operation: Respect, Safe and Legal, Honesty and Participation.

Criteria 2:

- Demonstrate competency in planning, preparation and delivery of effective teaching and learning programs for young people in all phases of secondary education, including an understanding of health and wellbeing impacts on young people at risk and developing flexible approaches to ensure re-engagement in learning.

Criteria 3:

- Demonstrate experience in the development and delivery of senior years programs, including VET options.

Criteria 4:

- Demonstrate highly developed interpersonal skills to work effectively as a member of a multidisciplinary team, to work collaboratively, and establish and maintain professional relationships with all stakeholders.

Criteria 5:

- Demonstrate ability to analyse complex situations and implementation of appropriate strategies to enhance the professional practice of teaching and non-teaching staff.

Criteria 6:

- Demonstrate ability to mentor and/or coach colleagues to build their capacity as professionals.

Criteria 7:

- Demonstrate your understanding of child protection policy and practices.

Foundation Statement:

EREA Youth+ 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 seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres 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.

Strategic Values:

Within our radical, social and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values through authenticity and integrity and are expressed through the life journey of its members.

SAFETY

Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, security to take emotional and intellectual risks.

RELATIONSHIP

Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.

COMMUNITY

Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.

TRANSFORMATION

We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible

ECO-JUSTICE

Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.

Acceptance

I, (print name)..... have received, reviewed and fully understand the Position Description for the Head of Curriculum. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature:..... Date: / /