

Position Description

Associate Head of Campus - Wellbeing

Psychology, Social Work, Youth Work, and/or related human social services field background

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, dance, 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 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 – Wellbeing, reports to the Campus Principal. He/she has delegated responsibility to develop and maintain the wellbeing and social inclusion responses of the campus. He/she provides supervision and support to the youth worker team. He/she will work collaboratively with the Campus Principal, the Associate Head of Campus Curriculum, Network Principal 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 wellbeing and social inclusion outcomes for staff and 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, youth or social services sector.
- Qualifications at Degree or Diploma level in a related field.
- Successful experience in a leadership role is highly desirable.
- Experience leading projects in their current context to improve educational and/or wellbeing outcomes for young people.
- Current drivers licence essential, light rigid – desirable.

All applicants will require or be eligible for:

- A Working with Children Clearance Notice and Ochre Card.

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 coordinate external support networks

- Liaise and develop service referral and provision with government and non-government agencies at appropriate levels to support health, mental health and wellbeing needs of young people.
- Develop partnerships with key agencies to support services being delivered on site at the FLC where appropriate/possible.
- Support staff to help young people to access support services e.g. counseling, health support, community activities.
- 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.

2. Lead the program development and provision to ensure wellbeing in 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, participate and support staff in the routines and activities of the FLC e.g. staff meetings, lunch, electives, outings, camps and bus pickup/drop off.
- Undertakes a direct program provision role with a focus on health, wellbeing and engagement, within the FLC.
- In collaboration with the Associate Head of Campus – Curriculum, coordinate electives program.
- Follow up on non-attendance of young people in a supportive environment with Youth Workers and Teachers.
- Plans, coordinates and supports access to a range of programs/activities during the school holidays to maintain connections for vulnerable young people.
- Build connections with families to support educational and wellbeing outcomes for each young person.
- Collaborates with the Associate Head of Campus - Curriculum for the development of the wellbeing program for young people.
- Report progress on wellbeing and holiday programs on a regular basis to the Campus Principal/Network Principal.

3. Team participation/multidisciplinary practice

- Develop and lead a culture of professional supervision.
- Support workers in their professional development through informal and formal processes.
- Supervision of youth workers.
- Leading regular whole team reflective practice sessions and professional learning.
- Develop, implement and report the holiday program.

4. Ensures child protection procedures are established and implemented according to policy

- In consultation with Campus Principal, Network Principal and NTCEO Child Protection Officer:
 - Assist staff to work with practice, policy and procedures relating to child protection;
 - Through the Campus Principal, make child protection notifications as required;
 - Provide a support service to staff and young people dealing with issues of child protection;
 - Provide a referral point for young people to appropriate support services as indicated; and
 - Support Campus Principal and Network Principal in documentation and reporting relating to Child Protection.

5. Administration Leadership

- Maintain appropriate records and prepare reports as required.
- Works in partnership with the Campus Principal to:
 - Administer enrolment procedures in accordance with the Enrolment Policy;
 - Engage parents, carers and the community, keeping them involved and informed;
 - Participate in selection and recruitment processes for non-teaching staff;
 - Support the development of personal learning plans and safety plans;
 - Participates in young people in care compliance meetings; and
 - Chair and keeps report of Wellbeing meetings with Youth Worker and all staff, as scheduled.
- Has delegated responsibility of the school when the Campus Principal is absent.

6. 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 and Network Principal 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 involving self-directed application of knowledge with substantial depth in youth work practices.

Criteria 3:

- Demonstrate the depth of understanding of the cultural complexities and needs of indigenous youths and their families of Central Australia.

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 practice.

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 Head of Wellbeing. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature:..... Date: / /