

# Head of Campus St Laurence FLC Newcastle

## INSTRUCTIONS FOR APPLICANTS

Applicants for the position of Head of Campus, St Laurence Flexible Learning Centre, Newcastle are asked to ensure that the following documentation is submitted by the due date:

- 1) A one page letter addressed to the Executive Director, outlining reasons for your interest in the position.
- 2) A statement of no more than five pages addressing **each** of the Selection Criteria.
- 3) The completed Application Form.
- 4) Completed written referee reports provided to EREA by the **three** nominated referees, one of whom must be the applicant's current employer.
- 5) A current Curriculum Vitae.

*Referee Report forms for completion by professional referees are available from the EREA website along with the Information for Applicants and Application Form.*

**Please note:**  
**Applications and all Referee Reports must be received by**  
**4.00pm on Wednesday, 11 July 2018**

*Applications should be addressed to:*

*Email:* The Executive Director  
[recruitment@erea.edu.au](mailto:recruitment@erea.edu.au)

*Post:* The Executive Director  
Edmund Rice Education Australia  
PO Box 91

Note: All applications received will be acknowledged by reply email. Please contact us if you do not receive acknowledgement of receipt within 7 days.



# Head of Campus

## St Laurence Flexible Learning Centre, Newcastle

### Selection Criteria

In the selection of a Head of Campus, EREA Youth+ is seeking to appoint an educator and administrator of the highest calibre.

#### Essential Criteria

- Demonstrated capacity to lead an organizational culture that aligns with the Charter for Catholic Schools in the Edmund Rice Tradition and the social justice emphasis of Youth+ and Edmund Rice Education Australia.
- Capacity to lead the FLC culture in working under the four principles of operation (Respect, Safe and Legal, Honesty and Participation) in a common ground framework.

*NB All flexible learning centres operate under this framework, 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.*

*The Head of Campus will lead the school in this operational and philosophical approach. (Refer to ‘Aspects of Practice’ available on the Youthplus Institute website <https://youthplusinstitute.org.au/research-and-knowledge-exchange/>)*

- Capacity for multidisciplinary leadership to manage human, financial and physical resources to deliver high quality outcomes.
- Demonstrated interpersonal skills that support a strong community focus both within and external to the school.
- Demonstrated capacity to provide leadership in trauma informed practice and wellbeing support that ensures that young people can achieve positive social outcomes and re-engagement in learning.
- Capacity to provide leadership in learning choices (curriculum and pedagogy) supporting the achievement of quality learning outcomes for all young people.
- Relevant teaching qualifications and have (or be prepared to undertake) post graduate qualifications in one of the following areas: education, social services, educational leadership, or theology.
- Be registered, or be eligible for registration, as a teacher in the state in which the FLC is located.



## Duties and Responsibilities of the Head of Campus

**Note:** This statement is the accepted generic statement for Head of Campus positions. There may be particular information relevant to a specific school included in other documents.

The Head of Campus (HOC) has delegated responsibility from the Principal Youth+ for the management and leadership of the Flexible Learning Centre (FLC) campus and any outreach services related to that campus. He / she provides leadership and supervision to staff and the young people of the campus, working collaboratively with the Principal, Network Support Team members and other Youth+ personnel as required.

The Head of Campus is responsible for the day to day operation of the campus in keeping with the policies, procedures, guidelines and legislative requirements applying to the facility. The Head of Campus, in collaboration with the Principal Youth+, develops and leads the strategic directions of the school.

### **EDUCATIONAL LEADERSHIP:**

#### **The Head of Campus:**

- oversees the learning choices framework within the FLC;
- collaborates with the Principal, Network Teams and FLC staff to ensure a socially inclusive learning choices framework that responds to the physical, intellectual, social, spiritual and cultural needs of young people;
- works collaboratively with staff to compile and maintain the timetable for young people and staff;
- works collaboratively with the staff and Network teams to ensure that the program provision is culturally appropriate;
- ensures that the FLC offers all young people appropriate accredited and non-accredited learning opportunities to meet the individual needs of each young person;
- ensures that each young person has a current Personal Learning Plan (PLP) through which their engagement and educational program is negotiated;
- ensures that an effective and appropriate transition program is provided for young people;
- has knowledge or the ability to acquire knowledge of state based and national curriculum.



## RELATIONAL LEADERSHIP: YOUNG PEOPLE

### The Head of Campus:

- ensures that the FLC operates according to the Principles of Operation (Respect, Participation, Honesty and Safe and Legal) and the Common Ground philosophy as articulated in the Foundation Statement;  
(<https://youthplusinstitute.org.au/wp-content/uploads/2018/02/EREA-Youth-Foundation-Statement.pdf>)
- ensures the FLC responds to the pastoral and wellbeing needs of each young person;
- ensures child protection preventative procedures are established and implemented according to EREA and State policy;
- establishes and maintain relationships and partnerships with parents, carers, significant others and/or families of young people;
- maintains visibility and presence amongst the young people and staff of the FLC;
- establishes and maintains communication, rituals, the calendar and celebrations for the young people and staff;
- engenders a culture of safety within the FLC.

## RELATIONAL LEADERSHIP: STAFF

### The Head of Campus:

- develops and leads a culture of professional supervision;
- leads staff in regular whole team reflective practice sessions including daily staff debrief and regular staff meetings;
- assists staff in their professional development, personal formation and the maintenance of an individualised self-care plan;
- leads staff in the development and implementation of the school's operational and strategic planning process;
- supports staff in their professional development through informal and formal processes (e.g. participating in regular supervision, performance development reviews and reflective practice);
- supports a new staff induction process;
- ensures staff are familiar with and compliant with EREA policy frameworks including the Code of Conduct.



## IDENTITY LEADERSHIP

### The Head of Campus:

- leads the FLC in line with the social justice framework of Youth+ and Edmund Rice Education Australia (EREA), as articulated in the Charter for Catholic schools in the Edmund Rice tradition;
- ensures that the relevancy and expression of the values and charism is evident to all staff in the daily operational and all strategic practices of the FLC;
- is responsible for inner leadership and self-care, through spiritual development, personal formation and professional development;
- engages in professional supervision and maintains a personal self-care plan.

## ADMINISTRATIVE LEADERSHIP

### The Head of Campus:

- maintains appropriate records and prepares reports as required by the Principal;
- in consultation with the Principal, oversees the building services, facilities and security of the FLC;
- implements the risk management plan;
- administers enrolment procedures in accordance with the FLC Enrolment Policy;
- engages parents, carers and the community, keeping them involved and informed;
- compiles and completes statistical, census and other returns as required by EREA, Youth+, Catholic education, government and other bodies;
- takes responsibility for the financial management of the school budget in partnership with the Principal;
- participates in selection and recruitment processes for school staffing;
- leads the implementation and development of appropriate school support groups;
- supports the implementation of the school improvement processes and maintains compliance with annual government, EREA and Youth+ reports.



## COMMUNITY LEADERSHIP

### The Head of Campus:

- liaises and develops service referrals to appropriate government and non-government agencies, at appropriate levels, to support the health, mental health and wellbeing needs of young people;
- develops partnerships with key agencies to support services being delivered on site at the FLC where appropriate/possible;
- ensures young people are supported to access services e.g. counselling, health support, community activities;
- works collaboratively with the staff and Network teams to support/develop cultural links and community and family connections which will support the engagement and connection of young people to their learning and the wider community;
- participates in program provision to ensure the wellbeing of all staff and young people in an inclusive learning environment;
- participates in the routines and activities of the FLC e.g. morning meetings, lunches, camps, staff debriefs etc.;
- oversees and supports access to a range of programs/activities during the school holidays (Holiday Program) to maintain connections for vulnerable young people.

Carries out duties and tasks that may be reasonably assigned by the Principal from time to time.



## **Head of Campus St Laurence Flexible Learning Centre Newcastle, New South Wales**

### **Conditions of Employment**

#### **Remuneration**

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary as per the New South Wales Catholic Independent Schools (Teachers – Model B) Multi-Enterprise Agreement 2017 for a Deputy Principal (small school); an EREA loading of between 5% and 10% of the base salary; annual leave loading and 9.5% superannuation.

For further information on the Total Employment Cost for the Head of Campus position as at the time of appointment please contact Michael Horsley, Director Staff Services at [michael.horsley@erea.edu.au](mailto:michael.horsley@erea.edu.au).

#### **Tenure**

A five year Contract is offered with the provision of a second five year Contract subject to successful review.

#### **Technology/Communication Provisions**

The school will provide the Head of Campus with a mobile phone and laptop computer in order to fulfil his/her duties. Such items remain the property of the school and should be adequately maintained by the Head of Campus.

#### **Salary Packaging**

The Head of Campus may elect to enter into a salary package arrangement which will be in accordance with guidelines established by EREA. Southgate Salary Packaging Services, Paywise and Selectus are EREA's current providers.

#### **Leave Entitlements**

The Head of Campus will have sick leave and long service leave entitlements equivalent to those offered to Catholic teachers by Award or Enterprise Agreement in New South Wales.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools' portability agreement. Sick leave is portable between EREA schools nationally and arrangements relevant to the State of New South Wales.

Annual leave for the Head of Campus may only be taken in school holiday time.





### **Professional Renewal Leave**

Professional Renewal Leave shall be provided in accordance with policies and procedures adopted by the Employer. Five weeks is available in each five year Contract period subject to application approval by the Executive Director. It is expected that the Head of Campus will undertake an approved Immersion experience as a part of their Professional Renewal Leave, which may be in Australia or overseas.

