



POSITION DESCRIPTION

Principal – St Joseph’s Catholic Flexible Learning Centre

POSITION DETAILS	
Position title:	Principal - St Joseph’s Catholic Flexible Learning Centre
Reports to:	Oscar Romero Flexible Schools Network Principal
Contract tenure:	An initial Contract of 5 years with options to renew pending satisfactory performance review
FTE:	1.0 (Full Time)
Significant working relationships:	<ul style="list-style-type: none">• Oscar Romero Flexible Schools Network Principal• St Joseph’s Catholic Flexible Learning Centre Staff• Oscar Romero Flexible Schools Network Staff• Director EREA Flexi Schools Ltd.• EREA National Office Staff
Expected level of contact with Children: <i>(in accordance with the EREA Child Safeguarding Standards Framework)</i>	Regular Contact / Casual Contact
Location:	Alice Springs, Northern Territory
Approved:	August 2022

NB: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.

This statement of duties and responsibilities should be read in conjunction with the EREA statement on ‘operation by principles and on common ground’.

1. Purpose

Principals of EREA Flexible schools are employed by the Director EREA Flexi Schools Ltd on behalf of the Board of Edmund Rice Education Australia Flexi Schools Ltd. It is a key role within the organisation and requires diversity and flexibility in order to successfully undertake the duties and responsibilities associated with the position. The St Joseph’s Catholic Flexible Learning Centre Principal has delegated responsibility from the Oscar Romero Flexible Schools Network Principal for the management and leadership of the St Joseph’s Catholic Flexible Learning Centre and any outreach services related to the Centre. He/she provides leadership and supervision to staff and the young people of the centre, working collaboratively with the Network Principal, Network Support Team members and other EREA personnel as required. The St Joseph’s Catholic Flexible Learning Centre Principal is a member of the Oscar Romero Flexible Schools Network Leadership Team.

The Principal has a key role to ensure that St Joseph’s Catholic Flexible Learning Centre is a place of radical inclusion of those young people disenfranchised from mainstream education. He/she will be expected to develop an understanding of, and be able to support staff in working in the EREA Flexi Practice Framework based on “Operation by Principle on Common Ground”.



2. Key Responsibilities

Identity Leadership by

- giving witness to the faith life of the Catholic Church;
- providing spiritual, religious and theological leadership for the flexi school community;
- articulating the values, vision and mission of the Flexi School and wider EREA organisation;
- ensuring the safety of children by establishing and implementing child protection safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA Flexi policies and relevant state/territory legislation;
- promoting a child safe culture and environment in accordance with the requirements of relevant state/territory legislation;
- providing appropriate opportunities for formation programs for all staff;
- integrating the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the Flexi;
- developing an appropriate culture of rituals and practices which reflect being a Catholic Flexi School in the Edmund Rice Tradition;
- promoting the rich heritage of the Christian Brothers in Australia;
- modelling one's own commitment to spiritual life and self-care, as expressed through spiritual development, personal formation, and professional development;

Educational Leadership by

- providing leadership in the development of appropriate curriculum which promotes the holistic development of young people;
- enabling effective teaching that promotes engagement, learning, wellbeing and culture;
- ensuring a safe and inclusive place of learning for all young people through implementing of quality Individual Education Plans;
- ensuring the Flexi is committed to creating a "Common Ground" based on "Operation by Principle" for young people and so enable the agency and voice in the life of the Flexi;
- providing regular feedback to the Oscar Romero Flexible Schools Network Advisory Council, the St Joseph's Catholic Flexible Learning Centre Advisory Committee (Local Flexi Advisory Committee) and the Learning Centre community on educational, engagement and wellbeing outcomes based on an explicit improvement agenda informed by evidence, feedback and data;
- provide leadership and support to the local Flexi Advisory Committee;
- promoting a culture of learning and continuous improvement amongst staff through appropriate professional development;
- establishing high expectations for staff in relation to child safety, the EREA Code of Conduct, pedagogy, assessment and reporting;



- implementing a curriculum which integrates the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the Flexible Learning Centre;
- ensuring that the Flexible Learning Centre complies with statutory requirements relevant state/territory legislation in regard to the delivery of the curriculum;
- participating in educational program provision in an inclusive and diverse learning environment;
- being actively involved in appropriate professional associations and other external bodies;
- collaborating with parents and carers in the educational wellbeing of young people;
- demonstrating opportunities for students to be engaged in the development of their learning journey.

Community Leadership by

- demonstrating a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect all children and young people;
- safeguarding exemplary child safe standards and practices in accordance with relevant state/territory legislation;
- ensuring the Flexi enrolment is responding to our commitment to Radical Inclusion and Unconditional Positive Regard of those young people who are disenfranchised from education in accord with the Strategic Direction of EREA Flexi Schools;
- ensuring the partnership with Catholic Education Northern Territory is enhanced through engagement in various CENT networks and support services.
- ensuring the working relationships with the Department of Education Northern Territory are enhanced;
- ensuring parents, carers, Elders and relevant agencies participate in decision making processes that affect the safety and wellbeing of the children and young people in the Flexible Learning Centre;
- upholding the Flexible Learning Centre's duty of care of all young people;
- ensuring the highest standards of a child safe institution;
- liaising with and developing service referrals to appropriate government and non-government agencies, at appropriate levels, to support the physical and mental health and wellbeing needs of young people;
- developing partnerships with key agencies to provide support services being delivered on site at the FLC where appropriate/possible;
- ensuring young people are supported to access services e.g. counselling, health support, community activities;
- overseeing and supporting access to a range of programs/activities during the school holidays (Holiday Program) to maintain connections for vulnerable young people.
- nurturing collaboration and teamwork amongst staff, young people and families/carers
- ensuring the appropriate care, cultural and psychological safety of staff and young people;
- developing and leading a culture of professional supervision;
- leading staff in regular whole team reflective practice sessions including daily staff debriefing and regular staff meetings;
- assisting staff in their Personal Enhancement Plan including Professional Development, personal formation and an individualised wellbeing plan;



- promoting and maintaining a quality learning and teaching environment underpinned by various Working Agreements to create a “Common Ground” based on “Operation by Principle” in the Flexi community;
- In collaboration with the Network and National Flexible Schools teams induct and provide ongoing training for staff in the areas of:
- the EREA Code of Conduct
- child safe practices in accordance with relevant state/territory legislation
- Flexi Practice
- Learning, Wellbeing and Cultural Practices
- spiritual and faith formation
- capacity building and mentoring
- workplace health and safety
- relevant compliance training; and
- engaging local Elders, parents and carers as active members of the Flexi community.
- engaging in professional supervision and maintaining a personal wellbeing plan

Administrative Leadership by

- ensuring the Flexible Learning Centre actively engages in annual attestation of all relevant State/Territory and Commonwealth regulatory requirements;
- In collaboration with the Network Principal, Business Manager and Flexible Learning Centre staff, manage school finances in accordance with the Network’s and Flexi’s Strategic Directions and Priorities and the annual budget within EREA Flexi frameworks;
- administering accurate enrolment and attendance procedures in accordance with the EREA Policies;
- compiling and completing statistical, state (where applicable) and commonwealth census, NCCD and other returns as required by EREA, local Catholic education authorities, government and other bodies in collaboration with Network Principal;
- providing a vision in the development, implementation and review of the Flexible Learning Centre’s Strategic Plan and Priorities, Annual Improvement Plan, Master Plan and Business Continuity Plan;
- In collaboration with the Network Principal, supporting appointment and termination of staff in accord with applicable industrial agreements;
- ensuring all staff, relevant volunteers, and contractors receive induction and ongoing training and refresher training in child safety and wellbeing in accordance with the requirements of relevant state/territory legislation;
- planning and providing, in collaboration with Network Principal, Network Business Manager and the Network Advisory Council, facilities best suited to the pastoral and learning needs of young people;
- ensuring compliance with the EREA Child Safeguarding Standards which are in compliance with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse and the National Catholic Safeguarding Standards;
- ensuring all relevant state/territory legislative requirements and obligations regarding reportable conduct and mandatory reporting are strictly adhered to;



- overseeing building services, facilities and security of the Flexible Learning Centre, in consultation with the Network Principal;
- ensuring compliance with all relevant EREA Flexible Schools Ltd specific policies;
- ensuring compliance with the EREA Flexible Schools Ltd Risk Management Framework;
- enrolling young people ensuring the EREA Flexible Schools Ltd commitment to Radical Inclusion of those disenfranchised from mainstream education and the Oscar Romero Flexible Schools Network Enrolment Policy and Procedures
- keeping parents and carers regularly informed of the academic, wellbeing and cultural growth of their young people progress;
- seeking ways to keep the local Elders and wider community engaged with the Flexible Learning Centre including celebration and community days;
- working co-operatively with the Network Advisory Council and Local Advisory Committee;
- working co-operatively with EREA Ltd and EREA Flexible Schools Ltd both nationally and regionally; and
- working co-operatively with local parish and Catholic Education Commissions and Offices;
- carrying out reasonable duties and tasks that may be assigned by the Network Principal from time to time.



AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

EREA EXPECTATIONS

- A commitment to the Catholic ethos in the Edmund Rice tradition
- Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct
- A valid Working with Children Card is an essential condition of employment

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with the EREA Director of Child Safeguarding and with external agencies where required.