

Position Description



Overview

Position Title	Head of Campus
Reports to	General Manager
Key Relationships	<ul style="list-style-type: none">• Wellbeing Manager• Senior Learning Manager• Learning Team• Non-teaching staff• Students
Delegations	Financial Delegations as prescribed to this position - as set-out in the Financial Delegation Policy.
Special Conditions	Reasonable workplace adjustments will be made for people with a disability. Out of standard work hours is expected (including school holiday periods), and will be negotiated by mutual agreement within Award provisions.
Appointment Term	2 years
Appointment Type / Hours	Full-time
Award	Educational Services (Schools) General Staff Award 2020



School Purpose & Vision

Youth Inc. is pioneering a new transformative school model. The term 'transformative school' speaks directly to our intentions. Our aim is to provide transformative learning experiences for our students so that they are able to develop the agency that enables them to flourish in a rapidly changing world.

We envisage our school as a vibrant and inclusive learning community - a co-learning space where students do amazing things they didn't think they could do! We aspire to build and maintain a space where young people are safe (physically & psychologically), an inclusive, encouraging and supportive place where everyone feels like they belong.

Position Summary

The Head of Campus (HoC) role is equivalent to that of a 'principal', but without all of the management and administration obligations that are typically associated with that level of responsibility. Reporting to, and supported by, the General Manager (who will assume most of the management/operational responsibilities), the Head of Campus leads and manages the delivery of our Transformative School Model.

The primary objectives of the role are to:

- Lead and inspire innovation in education with a creative and growth mindset
- Design and deliver a learning program that is aligned to our Transformative School Model and that achieves our school purpose (which is all about *student agency*)
- Ensure that recognition of learning and student achievement is maximised via the development of innovative and multimodal systems of assessment in accordance with SACE and VET requirements
- Integrate positive education into the core curriculum and manage wellbeing and support services that underpin student engagement in learning
- Nurture a multidisciplinary team of staff and maintain a workplace culture that fosters collaboration, underpinned by accountability for achieving identified student outcomes
- Build a culture of high performance through the delivery of a comprehensive professional learning program for staff

Key Responsibilities

Site Leadership	<ul style="list-style-type: none"> ● In consultation with the General Manager, manage the daily operations of the school ● With the support of the General Manager, respond to any critical incidents or other issues as they arise (E.g. Student and staff wellbeing/support/grievances, etc.) ● Lead and inspire key staff in the development and delivery of all learning programs and activities for our student cohort - aligned to our Transformative School Model (doc.) ● Act as a role model for effective and adaptive leadership which is ethical, results-driven and future-focused ● Promote the vision, purpose and values of Youth Inc. and ensure that staff exemplify these characteristics in their work and behaviour ● Foster a culture of appropriate, transparent, effective, and timely communication between all internal and external stakeholders, and staff and students in particular ● Collaborate with the General Manager to promote and achieve organisational cohesion, the development of a culture of continuous improvement, and the promotion and adherence of organisational values, policies, procedures and protocols ● Maintain regular communication with the General Manager and provide regular updates and reports ● Participate in relevant leadership discussions, committees and working groups, as directed by the General Manager ● Provide management excellence through the achievement of identified student outcomes
Staff Recruitment	<ul style="list-style-type: none"> ● Assist the General Manager with all matters pertaining to staff recruitment including marketing/advertising, interview/selection processes, reference checking, appointment, police checks, etc.
Leadership of Staff	<ul style="list-style-type: none"> ● Manage staffing requirements to meet the school's needs on a daily basis ● Ensure that all staff are given the opportunity to fully utilise their strengths, expertise and experience in the facilitation of project-based and other experiential learning opportunities ● Lead a structured briefing and review process so as to build a culture of shared learning and support ● Supervise and provide staff with 1:1 fortnightly supervision/debriefing opportunities through a coaching, adaptive and positive leadership approach ● Monitor and ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service and continuous improvement

	<ul style="list-style-type: none"> • Coordinate an ongoing professional learning program for all staff • In consultation with the Wellbeing Manager oversee the Staff Wellbeing Survey (quarterly), and participate in leadership discussions to determine an appropriate response as and when required
Internal Communications	<ul style="list-style-type: none"> • Organise and coordinate 'Engine Room' and 'Toolbox' meetings on a weekly and daily basis, respectively, to build a culture of shared learning and support • Oversee the coordination of all internal communications to staff and students including daily/weekly messages via WhatsApp, email, information boards, notices and other methods of communication as required
Learning Program & Student Engagement in Learning	<ul style="list-style-type: none"> • Lead staff in the design, development and delivery of all learning programs and activities for our student cohort (inclusive of all projects, work ventures, and experiences), in accordance with our Transformative School Model • Ensure that an integrated approach to wellbeing is incorporated into the curriculum • Manage all aspects of the HHH Capability Framework including the integration of recognised capabilities within all learning programs and experiences • Ensure that all students have individual learning plans inclusive of MAPs and ILPs, and that they are reviewed in accordance with the Student Outcomes Framework, and key dates incorporated into our school calendar • Oversee the design and delivery of 'Recharge' and 'Summer Jam' programs • Oversee and approve all Off-site Learning Opportunities (OSLOs) in accordance with relevant school policies and procedures, in consultation with the General Manager • Oversee the assessment of student learning outcomes as they pertain to SACE and VET frameworks • Oversee the reporting on student learning outcomes, inclusive of student attendance, student progress reports, SACE results (Schools online) and other assessment practices • Ensure that all learning is valued and recognised and that evidence of learning is collated and attributed to SACE and VET frameworks for the purposes of achieving relevant education qualifications
Student Outcomes Framework	<ul style="list-style-type: none"> • In conjunction with the General Manager and other relevant staff and consultants, oversee the implementation of scheduled activities and strategies in accordance with the Student Outcomes Framework (monitoring & evaluation system)

Facilities & Equipment	<ul style="list-style-type: none"> • Work collaboratively with the General Manager and Operations Team to ensure all facilities and equipment are in working order • Assist the General Manager in relation to the development or improvement of school facilities and/or the acquisition of new equipment as required
Risk, Compliance & WHS	<ul style="list-style-type: none"> • Work with the General Manager to meet the regulatory requirements including any and all obligations pertaining to school registration (e.g. Education Standards Board, including school audits) • In conjunction with the General Manager, undertake risk assessments and implement risk management plans pertaining to all areas of the school's operation, as required • Oversee the operations of our WHS sub-committee, including annual audits, fire-safety and evacuation procedures • Manage WHS incidents as required • Prepare WHS reports for the General Manager to present to the Board as required
Finance	<ul style="list-style-type: none"> • Support the Finance Facilitator in budget processes pertaining to learning programs and materials • Effectively manage school resources
Student Enrolment & Records	<ul style="list-style-type: none"> • Assist the General Manager in planning and implementing student enrolment strategies • Oversee the maintenance of student records within the SEQTA School Management System • In conjunction with the Finance Facilitator and Senior Learning Manager, ensure that all records and requirements are met in relation to NCCD funding • Work with the General Manager on all matters pertaining to student behaviour and safety including Learning Agreements and where necessary 'unenrolment' processes • Oversee the coordination of student progress reporting in conjunction with the Learning and Operations Team
Governance	<ul style="list-style-type: none"> • Prepare reports and briefings to the School Board as directed by the General Manager, and in consultation with the Executive Principal as/when required
External Stakeholders	<ul style="list-style-type: none"> • Represent the school in the local community • Develop and maintain positive relationships with service providers and other organisations relevant to the school's operations
Staff Code of Conduct, Staff Values & Workplace Culture	<ul style="list-style-type: none"> • Comply with all Youth Inc. policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with Youth Inc.'s Code of Conduct. • Contribute to and exemplify our Staff Values • Champion and role model a positive and adaptive organisational culture to achieve our vision, purpose and strategic objectives

Other reasonable duties commensurate with role.

Note:

Youth Inc. is a Child Safe organisation and will require the successful applicant to complete pre-employment checks. This includes a Working with Children Check, National Crime Check and Responding to Abuse and Neglect in Education Services (RAN).

The Emergency Management (Education and Early Childhood Settings Vaccination) (COVID-19) Direction 2021 requires that all education employees must provide evidence (copy of a certificate) that they have been fully vaccinated with a Therapeutic Goods Administration (TGA) approved COVID-19 vaccine.

Person specifications

Essential:

1. Teacher Registration.
2. Passion for working with young people who have disconnected from mainstream education and employment pathways.
3. Demonstrated ability to establish and build trusted relationships with young people in an education setting.
4. Demonstrated experience and ability to lead a multi-disciplinary team of professionals in a relevant educational setting.
5. Demonstrate experience in designing, developing and delivering innovative learning programs.
6. Demonstrated understanding of and management experience with SACE and VET systems
7. Relevant leadership and management experience.
8. Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
9. Elite organisational and communication skills.
10. Proficiency in the use of computer systems and software, including Microsoft Office Suite.

Desirable:

1. Other professional qualifications and experience in leadership and management.

Acknowledgement

I acknowledge that I have read and understood the contents of this Position Description and agree to: carry out my duties to the best of my abilities and in accordance with the requirements of this position; and do so in a spirit that aligns with the purpose, values and ethos of the organisation. I acknowledge that I have received a copy of this Position Description for my records.

Employee

Name:

Signature:

Date:

Executive Principal

Name:

Signature:

Date: