

# Position Description



## Overview

<b>Position Title</b>	<b>Senior Learning Manager</b>
<b>Reports to</b>	Head of Campus (HoC)
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• Head of Campus</li><li>• Wellbeing Manager</li><li>• Learning Team</li><li>• Non-teaching staff</li><li>• Students</li></ul>
<b>Delegations</b>	Financial Delegations as prescribed to this position - as set-out in the Financial Delegation Policy.
<b>Special Conditions</b>	Reasonable workplace adjustments will be made for people with a disability. Some out of standard work hours are expected in accordance with school policies and procedures (Inc. Flexible work arrangements, school camps & activities).
<b>Appointment Term</b>	2 years
<b>Appointment Type / Hours</b>	Full-time
<b>Award</b>	Educational Services (Teachers) 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 position of Senior Learning Manager is a critical role for a number of reasons.

Reporting to the Head of Campus, the Senior Learning Manager works at the interface between staff and students. As such, the role requires: (a) an ability to respond to the needs of students 'in the moment', (b) the capacity to support teaching and non-teaching staff in the design and delivery of learning programs and activities, and (c) the ability to lead the articulation of learning outcomes in relation to SACE and VET frameworks. The role requires a mix of true passion for learning, the ability to motivate and inspire people, and the ability to manage learning and assessment systems - all at the same time!

The Senior Learning Manager is something of a 'translator'. Not in the traditional sense of the word, but in terms of translating learning outcomes in accordance with formal assessment requirements (i.e. SACE & VET). This requires a flexible mind, an innovative approach to learning and assessment, and the ability to recognise non-traditional, multimodal evidence of learning.

The primary objectives of the role are to:

- Support the Head of Campus, in collaboration with other staff, to design and deliver a dynamic learning program that is aligned to our Transformative School Model and that achieves our school purpose (which is all about student agency)
- Develop strong, positive and trusted relationships with students to promote their engagement in learning, and learning outcomes
- 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
- Assist the Head of Campus to nurture a multidisciplinary team of staff and maintain a workplace culture that fosters collaboration, underpinned by accountability for achieving identified student outcomes
- Assist the Head of Campus to build a culture of high performance through the delivery of a comprehensive professional learning program for staff

## Key Responsibilities

<p>Leadership &amp; Management of Staff</p>	<ul style="list-style-type: none"> <li>• Work with the Head of Campus to manage staffing requirements to meet the school's needs on a daily basis</li> <li>• 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</li> <li>• With the Head of Campus lead a structured briefing and review process so as to build a culture of shared learning and support</li> <li>• Supervise and provide staff with 1:1 fortnightly supervision/debriefing opportunities through a coaching, adaptive and positive leadership approach</li> <li>• Monitor and ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst Coordinate an ongoing professional learning program for all staff</li> <li>• In consultation with the Wellbeing Manager and Head of Campus oversee the Staff Wellbeing Survey (quarterly), and participate in leadership discussions to determine an appropriate response as and when required maintaining a high level of service and continuous improvement</li> </ul>
<p>Individual Learning Plans</p>	<ul style="list-style-type: none"> <li>• Oversee the delivery of learning needs assessment tools and practices including formal and informal assessment tools, positive psychology assessment tools, assessment of learning styles, education history/life experience, Individualised Learning Plans (ILPs), educational psychologists etc.</li> <li>• Support staff directly involved in the development of MAPs and ILPs with students and that they are reviewed in accordance with the Student Outcomes Framework and key dates incorporated into our school calendar</li> </ul>
<p>Learning Program &amp; Student Engagement in Learning</p>	<ul style="list-style-type: none"> <li>• Assist and support the Head of Campus in leading 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</li> <li>• Provide input to the development of a world-class adult education environment according to the principles of youth engagement, positive learning, and child protection</li> <li>• Ensure the responsible use and care of student spaces and equipment/resources</li> <li>• Ensure the required learning resources including: teaching materials, lesson plans, project-based activities, and other resources are available for relevant staff</li> <li>• Manage all curriculum documentation to ensure that a complete set of project plans, session plans and associated resources are kept up-to-date</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the design and delivery of 'Recharge' and 'Summer Jam' programs</li> <li>• Support Wellbeing Manager with the Wellbeing Team to embed support services to underpin student engagement and learning (Inc. Emergency housing, financial assistance, individual development account, and referrals to specialist services)</li> <li>• Support the design and implementation of a positive education program whereby students engage in learning that builds optimism, resilience, and other life skills</li> <li>• Take a lead role in the implementation of a learning management system (SEQTA) including the design of the interface and the associated professional development with relevant staff</li> </ul>
SACE & VET Frameworks	<ul style="list-style-type: none"> <li>• Facilitate the planning, delivery and assessment of learning outcomes as they pertain to the SACE Performance Standards on a student-to-student basis</li> <li>• Support staff in relation to SACE and VET requirements including SACE provisions for adult qualifications and self-directed community learning</li> <li>• Monitor, record, and report on student learning outcomes, inclusive of: student records, student reports, SACE results (Schools Online), and other assessment practices</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• In conjunction with the Head of Campus, develop and monitor a program consisting of: collaborative curriculum development sessions; team teaching and review; student feedback; and supporting relevant staff in relation to the Australian Professional Standards for Teachers (APST)</li> <li>• Assist the Head of Campus to lead a structured briefing and review process so as to build a culture of shared learning and support</li> <li>• Provide professional support in relation to curriculum development, learning design and pedagogical practices</li> <li>• Support the Head of Campus to plan and deliver an ongoing professional learning program</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Assist the Head of Campus and Finance Facilitator in the preparation of financial reports and acquittals pertaining to learning programs, as required</li> <li>• In conjunction with the Head of Campus and Finance Facilitator, assist in the management of budgets pertaining to learning programs and materials</li> <li>• Provide advice and manage the procurement of equipment and learning materials relevant to learning programs</li> </ul>
Compliance & Reporting	<ul style="list-style-type: none"> <li>• Contribute to meeting compliance and reporting obligations pertaining to student enrolment, attendance, progress and completion, in a timely and effective manner</li> <li>• Assist the Finance Facilitator and other staff, to ensure that all records and requirements are met in relation to NCCD funding</li> </ul>

Student Outcomes Framework	<ul style="list-style-type: none"> <li>Assist the Head of Campus, In conjunction with the General Manager and other relevant staff and consultants, to operationalise the Student Outcomes Framework (monitoring &amp; evaluation system)</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>Actively engage in risk management planning and review processes as required including OSLOs and EOSLOs</li> </ul>
Staff Code of Conduct, Staff Values & Workplace Culture	<ul style="list-style-type: none"> <li>Comply with all Youth Inc. policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with <a href="#">Youth Inc.'s Code of Conduct</a>.</li> <li>Contribute to and exemplify our Staff Values</li> <li>Champion and role model a positive and adaptive organisational culture to achieve our vision, purpose and strategic objectives</li> </ul>
Other reasonable duties commensurate with role.	
<p>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).</p> <p>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.</p>	

## 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 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

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Name:

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Signature:

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Date:

### Executive Principal

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Name:

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Signature:

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Date: