

9 February 2021

Dear Applicant

**Re: Alesco Illawarra – Southern Highlands Campus
Full-Time Campus Coordinator
Middle Leadership Position**

Thank you for your inquiry regarding employment with Alesco Illawarra. Enclosed you will find information to assist you in deciding whether to submit an application, and if so, the things you need to do in order for your application to be considered.

WEA Illawarra

At WEA Illawarra our vision is to improve the lives of people by offering them appropriate education and training in a nurturing and caring environment. We believe that the power of learning can make a difference, throughout all stages of life, and no matter what an individual's circumstances. With a reputation built on over 100 years of service and a team of dedicated and qualified staff, WEA Illawarra helps people achieve their learning goals through a range of quality education and training services. WEA Illawarra is a Registered Training Organisation, part of the Community Colleges network and is also registered with the Australian Charities and Not-for-profits Commission as a Public Benevolent Institution and endorsed by the Australian Taxation Office as a Deductible Gift Recipient.

Alesco Illawarra

Alesco Illawarra is a Special Assistance school operating under the auspices of WEA Illawarra since 2011. Our campuses are located in Wollongong, Nowra, Vincentia and Bowral. Alesco Illawarra has been granted registration by the NSW Education Standards Authority (NESA) as a non-government school for Years 9-12.

Many students enrolled at Alesco Illawarra have experienced trauma in their lives as a result of disrupted attachment, neglect, abuse, violence or being a witness to violence. Our students may have significant gaps in academic achievement and find it difficult to learn in a large group setting, while sometimes presenting with social-emotional problems in school. Alesco Illawarra staff are training in the Berry Street model of Trauma-Sensitive Positive Education which encompasses a structured vision of wellbeing in the school community with case management support for each student. Our relationship-based practice is grounded in unconditional positive regard for our students. The use of restorative practices assists students and staff to build the capacity to self-regulate behaviour, improve learning outcomes and nurture relationships.

Our education revolution is coming!

This is an exciting time to be joining Alesco Illawarra. In 2021 we will have a new name that reflects our new direction. Our students will no longer be working towards their Record of School Achievement or HSC. A big departure, some may say. But imagine what you as a brilliant educator and middle leader could help our students and staff achieve without the constraints of an overly academic curriculum focussed on mandatory hours and content, rigid assessment tasks, HSC Band achievement and the ATAR, which all seem to have little relevance to the real-world skills young people need to learn in order to have a productive future and become positive contributors to their communities.

Our way of doing things puts the student in the driver's seat of their life. Their goals are central, their needs individually catered for. As a middle leader, you will support staff and students to work together to co-create each student's unique learning journey through our Architect (Stage 5) and Blueprint (Stage 6) programs, which are accredited by the international body ASDAN. Students participate in challenges which lead towards Bronze, Silver and Gold certificates. They can also undertake short courses and earn micro-credentials. They produce a comprehensive portfolio, demonstrating all the skills they have acquired, and we support them with clear steps to reach their further education, training or employment goals. As a registered NSW school, we are still following the mandatory NESA curriculum areas of English, Maths, Science, HSIE, PDHPE and Creative Arts, and working towards syllabus outcomes in Stage 5. Stage 6 students will still meet the NESA registration only pattern of study requirements and syllabus outcomes, but will not be sitting for the HSC. We will have more

freedom and flexibility to tailor the programs to student goals and needs and have our own way of recognising and celebrating student growth and achievement.

The Alesco Illawarra Team

Alesco Illawarra currently employs a number of full-time and part-time teachers across our campuses. To assist with the welfare, special learning needs and transition needs of our students, we also employ Student Learning Support Officers and Student Wellbeing Officers. Leadership at each of our campuses is provided by a Campus Coordinator and Wellbeing Manager. Our senior executive includes the Principal (who is also the CEO of WEA Illawarra), our Leader of Teaching and Learning who drives our pedagogy and community of professional practice, our Leader of Health and Wellbeing who is a mental health nurse and guides our wellbeing programs, and our Leader of Operations who oversees our resourcing and compliance areas. The Board of WEA Illawarra is the governing body of the school.

We are an alternative school, and therefore the roles and responsibilities of staff and the way we work with each other and our students is different to mainstream school settings. We value initiative, flexibility and continual learning and growth. Staff and students are all on a learning journey together and we work hard to make sure nobody gets left behind.

The Position

This position is a middle leadership role. The Campus Coordinator is a member of the Alesco Illawarra Leadership Team. As a member of the Leadership Team, you are expected to understand Alesco Illawarra's mission, values, purpose and charter, and actively promote these in your day to day work, and support your team members in the fulfilment of these (please see attached "The Alesco Illawarra Way" in the position description). As a leader you will be working with others to shape and continually improve our organisational culture. The position reports to the Leader of Operations.

The position is located at our Southern Highlands campus (currently located in Bowral, however a move to a new location in the Southern Highlands is being planned for later this year). In the first instance, this position will have a 0.6 FTE teaching role (Monday, Tuesday, Thursday) with 0.4 FTE non-teaching component (Wednesday, Friday) for Coordinator activities, however the Campus Coordinator will be expected to assist with classroom teaching responsibilities on designated administration days if the need arises and a casual teacher is not able to be engaged. The balance of teaching and administration allocation may change over time as the needs of the campus change.

Currently our Bowral Campus has one Stage 5 class undertaking our new Architect program. There is a maximum enrolment of 12 students in this class. There is a demand for places at our Bowral Campus, however we are unable to expand at the current premises (co-located with the Highlands Youth Hub). We are in negotiations regarding a move to another site, and once this has occurred we will be able to add another class of students and increase the teaching and support staff. In 2022, pending move to a new site and student demand, we will also have the opportunity to offer our Year 11 Blueprint program.

The Campus Coordinator

- Manages the day-to-day operations of the Southern Highlands Campus;
- Directly supervises the work and monitors performance of teachers and SLSOs working across Stage 5 and Stage 6 at the Southern Highlands Campus;
- Works collaboratively with wellbeing staff to ensure student wellbeing needs are met.
- Reports to the Leader of Operations who will provide guidance and support in undertaking the role through regular contact in a way that is most beneficial to you.
- Participates in strategic discussions, planning, whole of school decision-making, problem-solving and other leadership activities with others in the Alesco Illawarra Leadership Team.
- Has the support of the Executive Team (Principal, Leader of Teaching and Learning, Leader of Health and Wellbeing, Leader of Operations) to assist with all aspects of their responsibilities.

This is a new, ongoing, salaried full-time position, working Monday to Friday with staff generally in attendance on campus between 8.30am and 3.30pm each day during term weeks, however as this is a Leadership role, the hours of work are flexible in order to meet the requirements of the position and operational needs of the school and the campus.

Person Specification

Alesco Illawarra is a purpose-driven organisation. Your values, your skills and your mindset aligned with our purpose will determine your success in this role and what we are trying to achieve for our students and how we work together as a team. You will have leadership experience or be in a position to take your next step into a designated leadership role.

In order to be successful in this role, respond to, and lead and support the work of the rest of the team in responding to the unpredictable nature of working with young people in our context, the Campus Coordinator requires high level skills in the following areas:

- **Executive functioning skills** (including paying attention, staying focused and seeing tasks through to completion, organising, planning and prioritising, understanding and responding to different points of view, regulating own emotions, self-reflection and self-monitoring).
- **Communication skills** (active listening, conflict resolution, negotiation, written skills via email, messaging, reports and other documentation, conducting face-to-face meetings, small and large group presentations. Communication which is kind, clear and effective with different types of people, eg students, parents/carers, community members, colleagues, other professionals external to organisation, senior leaders within organisation).
- **Problem-solving skills** (being able to understand problems when brought to you, identify and analyse problems through your own observations, foster a solutions-focus with your team, and empower others to resolve problems, knowing how and when to refer problems to others, taking initiative and delegating effectively).
- **Risk assessment and risk management skills** (as the key operational manager for your campus, you are responsible for managing the risk of harm to individuals, reputational risk of the organisation, financial risk, ensuring safety of all students, staff and visitors to sites when participating in daily routine and variations to routines, and ensuring that all Alesco Illawarra staff maintain their duty of care to students at all times).

All staff must be able to maintain their own emotional regulation in order to meet their duty of care, and their responsibility for providing a safe, predictable, consistent and trustworthy adult presence for the young people enrolled at Alesco Illawarra. A great deal of agility and flexibility is also required of all staff, as the Alesco team operates within a continuous improvement and growth mindset framework, implementing a range of programs to meet student needs, evaluating those programs on a daily basis and responding with changes to ensure the best outcomes for students. Your role as Campus Coordinator is to be an effective role model to others on your team in these areas.

In other words

It's tough work – but you've got grit.

Some days are disappointing – but you can recover from setbacks and stay positive.

A lot of the time things don't go to plan – but you're agile, responsive and flexible and can think on your feet and make sure you make the best of the situation.

Sometimes your colleagues will annoy you, frustrate you, let you down or have challenging behaviours – but you respect them, know we're all in this together for the right reasons, and can take a strengths-based approach in helping them develop in their roles.

Sometimes the students you work with will have challenging behaviours – but you understand they're trying to get their needs met and haven't yet learnt to do this in a positive way.

A significant proportion of students enrolled at Alesco Illawarra identify as Aboriginal, therefore practicing cultural safety and experience in using strategies to support Aboriginal and/or Torres Strait Islander young people to engage and progress in their learning is essential. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

The key responsibilities of the position, conditions of employment and the qualifications, experience, knowledge, skills and personal attributes required to be successful are detailed in the attached **Position Description**. Together, these constitute the inherent requirements of the position.

Working With Children Check

This position is designated as child-related employment. In accordance with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition

of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.

WEA Illawarra may also require a National Police Check to determine suitability for employment when a person is identified as the preferred candidate for a position after interview.

People with a Disability

If you are successful at gaining an interview and need anything to assist you at the interview such as wheelchair access, or have other requirements, please discuss this with the selection panel convenor.

Adjustments at Work – Rights of People with a Disability, Pre-existing Illness or Injury

It is WEA Illawarra policy to make reasonable adjustments in the workplace to meet the needs of people with a disability, illness or injury. Adjustments may include changing aspects of the workplace or the job so that employees with a disability, illness or injury can use their skills effectively and candidates can compete based on their capabilities. If you have a disability, pre-existing illness or injury and you are identified as the preferred candidate for a position, the CEO/Principal will discuss with you and consider any reasonable adjustments that may be required. You will be required to complete a Pre-Employment Health Declaration. The primary purpose of this declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the Pre-Employment Health Declaration to deny a person employment solely because of disability, illness or injury.

Privacy Information Collection Notice

We collect, use, hold and disclose personal and sensitive information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Illawarra at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing info@weaillawarra.com.au.

1. In applying for this position you will be providing WEA Illawarra with personal information.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may make notes and prepare a confidential report in respect of your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. WEA Illawarra's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.
6. WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.
7. If you provide WEA Illawarra with the personal information of others, eg referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that WEA Illawarra does not usually disclose this information to third parties.

How to Apply

Employment will be offered on the basis of merit. The applicant considered to be the most capable of meeting the inherent requirements of the position will be selected. To decide this, we will look at your qualifications, experience, skills and personal attributes based on your responses to the selection criteria, performance at interview and referee checks.

For your application to be considered you MUST include all of the following:

- A covering letter** which includes your name and contact details and the position for which you are applying. In your covering letter please give us a brief description of your experience and suitability AND tell us why you are interested in working in our alternative school environment.
- Your "claim" for the position.** The attached position description details the selection criteria (highlighted in yellow), both essential and desirable. You should write a statement about how you meet **each** of the

selection criteria. The best way to set out your claim for the position is to list every selection criterion as a heading. Under each heading **clearly explain how you meet the criterion**, using examples where applicable. Limit your response to one or two paragraphs per criterion or write in point form.

- Your CV.** You should tell us about your education and qualifications and what type of work, including voluntary or unpaid work, you are doing now or have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. There is no need to include work you did more than 10 years ago unless it is particularly relevant to the position.
- Referees.** Please provide the names and mobile phone numbers of at least two professional referees who can comment on your past work responsibilities and performance. A current or recent supervisor should be included if possible. If you are successful in gaining an interview, we will ask your permission to contact your referees.
- Pre-Employment Health Declaration.** Please complete the attached Pre-Employment Health Declaration and return it with your application.
- Send your application** to us so that it arrives by the closing date and time. **WE WILL ONLY RECEIVE APPLICATIONS VIA E-MAIL.** Your application should be submitted using **MS Word or in PDF format only** and **preferably combining all aspects into a single document.** Ensure your name and contact phone number is in the header or footer of each page of your application. Email your application to alesco@weaillawarra.com.au. Please be sure to include everything from the “How to Apply” checklist.

Applications close 11.59pm MONDAY 22 FEBRUARY 2021.

If you would like any further information regarding the position, please contact Louisa Raft, Leader of Operations, on phone 02 4208 3091, Tuesday to Friday between 10am and 5pm or email alesco@weaillawarra.com.au.

Applicants successful in progressing to the next round will be contacted shortly after the closing date and interviews will be scheduled during the week beginning 1 March 2021.


Thank you once again for your interest in Alesco Illawarra.

Yours sincerely



Louisa Raft
Leader of Operations

POSITION DESCRIPTION

	<p>Position Title: Campus Coordinator (Southern Highlands) Full-Time (initially 0.6 FTE teaching load, 0.4 FTE administration load)</p>	<p>Location: Alesco Illawarra – Bowral Campus Co-located with Highlands Youth Hub, Loseby Park, 2A Park Road Bowral. Work at Wollongong and other campuses as required.</p>
<p>Industrial Instrument: WEA Illawarra Enterprise Agreement 2019</p> <p>Classification: Schedule C – Teachers Leadership Role</p> <p>Remuneration: Band 1 – Band 3 (depending on level of accreditation and years of service) plus Leadership Allowance Employer contribution to Superannuation (9.5%) Annual Leave Loading (17.5%) WEA Illawarra is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum which has the potential to increase an employee’s take home pay by reducing the amount of tax paid.</p>	<p>Other Benefits: Access to Employee Assistance Program, including Manager Coaching and other leadership support as needed Flexible working arrangements Focus on positive work/life balance Ongoing professional learning opportunities Laptop computer and work mobile phone Motor Vehicle allowance \$0.78/km up to 400km per week for approved work journeys.</p>	<p>Organisational Relationships: The Campus Coordinator is a member of the Leadership Team Reports to the Leader of Operations Accountable to other members of Senior Executive for various responsibilities detailed in position description. Directly supervises and manages the performance of teachers and SLSOs at campus. Other key stakeholder relationships include enrolled and prospective students and their parents/caregivers, other Alesco Illawarra teaching and non-teaching staff, other WEA staff, community organisations, youth health and welfare service providers, other local high schools, AISNSW and NSW Education Standards Authority.</p>

The Alesco Illawarra Way

WEA Illawarra Vision

To improve the lives of people by offering them appropriate education and training in a nurturing and caring environment.

Alesco Mission

Alesco Illawarra will provide a safe, respectful and inclusive environment in which young people can explore learning, develop their potential, and be well equipped to meet the challenges of education, work and life in the 21st Century.

We value

Respect – acknowledging the importance of each person’s identity, needs, heritage, traditions, skills, knowledge, and aspirations, and having a commitment to honesty and open communication.

Collaboration - an interactive process that enables people with diverse expertise to generate creative solutions to mutually defined problems. The outcome is different and enhanced from the original solutions that any team member would produce independently.

Self-Reflection and Accountability – taking time to analyse and understand our own needs, thoughts and resulting behaviours, and taking responsibility for our actions.

Our Purpose

To foster the development of capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future.

Our Charter

Our learning community strives to lift up young people, developing in them renewed hope, self-worth, autonomy and optimism.

Our job is to help young people believe in themselves and to realise that they can shape their future and choose what it will be, regardless of what has come before.

We acknowledge that staff, students and caregivers are all on a learning journey together and we work hard to make sure nobody gets left behind.

We are committed to shaping the lives of young people so that they flourish and are positive contributors to their communities.

Our School Culture

is characterised by:

- Belonging
- Kindness
- Patience
- Courage
- Trust
- Responsibility
- Acceptance and forgiveness
- Respect for self and others
- Championing growth
- Unconditional positive regard for each member of the school community
- Recognition and celebration of everyone's giftedness
- High expectations and no excuses

Our Learning and Teaching Practice

is characterised by:

- The quality delivery of the NSW Curriculum
- Specialised strategies for healing, growth and achievement
- Belief that every student can learn, progress and succeed
- A shared commitment to growth mindset and life-long learning
- Student-centred and engaging learning experiences
- An active student voice
- Practice that is evidence-based and reflective of current research
- Being well prepared
- Innovation and continuous improvement
- Flexibility

Key Objectives of the Position

- To provide leadership and work collaboratively with others to facilitate quality learning opportunities for students, aligned with Alesco Illawarra vision, mission, values, purpose and charter, and which meets the needs of students and the requirements of the NSW Education Standards Authority (NESA), funding bodies and WEA Illawarra.
- To empower team members to perform at their best in their roles, ensuring team members are provided with appropriate supervision, adequate resources, support and growth opportunities in line with the school strategic areas and improvement priorities.
- To have overall accountability for student selection and intake processes, student engagement in the learning program, student retention, positive behavior support systems, monitoring of student progress and student transition at assigned campuses.
- To manage risk and coordinate the daily operations of assigned campuses and associated activities for staff and students.

Personal Attributes

- Excellent interpersonal skills and ability to communicate effectively with colleagues, young people, parents/carers and others outside the organisation, including public speaking, presentations and group facilitation skills.
- Ability and desire to work collaboratively with others in a multidisciplinary team as well as work independently and foster team work and collaboration.
- Enthusiasm, self-motivation, self-awareness, flexibility and ability to use initiative.
- Ability to foster positive attitudes in an environment of continuous change.
- Cultural awareness and ability to exercise sensitivity, discretion and manage confidential information.
- Excellent time management, organisation, planning, prioritising and follow-through skills.
- Highly proficient with technology, including using a personal computer and MS Office programs, G-Suite for Education, Internet, e-mail, iPads, student management systems/databases and other educational technology for teaching and learning and administrative purposes.

Key Accountabilities and Responsibilities

DOMAIN: TEACHING AND LEARNING (PEDAGOGY)

Responsibility	Accountable To	Consult or Collaborate With
Leadership Role		
Be an innovative self-starter who willingly participates in growth, development and evaluation processes, continuing to develop personally and in your professional practice, to meet the changing needs of your position, career and industry	Leader of Teaching and Learning	
Monitor implementation of and compliance with student Individual Learning Profiles (ILPs), teaching and learning programs, adjustments and annotations, assessment notifications, academic reporting	Leader of Teaching and Learning	Student Wellbeing Officers Teachers SLSOs
Monitor and provide feedback on staff teaching and learning practice and wellbeing practice		Leader of Teaching and Learning Leader of Health and Wellbeing
Create and circulate campus timetables	Leader of Teaching and Learning	
Decide on co-curricular activities and incursions/excursions	Leader of Operations	Leader of Teaching and Learning Leader of Health and Wellbeing
Ensure allocation of resources and staff access to resources for teaching and learning	Leader of Operations	Leader of Teaching and Learning
Teaching Role		
Plan, program, deliver and evaluate courses for learning areas and classes allocated to you	Leader of Teaching and Learning	Teachers
Develop and/or source quality teaching and learning resources to ensure maximum student engagement in learning experiences		Leader of Teaching and Learning Teachers
Provide curriculum documentation and other teaching and learning documentation in order to meet quality teaching and learning, school registration and accreditation requirements	Leader of Teaching and Learning	
Contribute to the development of academic goals in student Individual Learning Profiles (ILPs), incorporate adjustments and provide differentiation for students with disabilities or other barriers to participation in education in accordance with ILPs	Leader of Teaching and Learning	Wellbeing Staff
Develop learning and assessment tasks and schedules consistent with adjustments identified in student ILPs, monitor and record student progress and achievement against curriculum outcomes	Leader of Teaching and Learning	Teachers
Work collaboratively with Student Learning Support Officers, designing and assigning work to be delivered in class by SLSOs under your supervision, to support individual learning needs	Leader of Teaching and Learning	SLSOs
Contribute to curriculum planning, development and integration across the School including collaborative and cross-curricula programming and project based learning experiences	Leader of Teaching and Learning	Campus Coordinator Teachers

DOMAIN: STAFF (PEOPLE)

Responsibility	Accountable To	Consult or Collaborate With
Leadership Role		
Conduct weekly check-ins with individual teachers and SLSOs	Leader of Teaching and Learning	
Chair staff meetings and student wellbeing meetings		Wellbeing Manager
Approve staff leave (within delegation) and coordinate cover for staff absences	Leader of Operations	
Provide clear and concise communication of expectations to staff	Executive	
Deliver regular, constructive feedback on operational and procedural matters	Leader of Operations	
Assist with recruitment and induction of new staff members for allocated campuses	Leader of Operations	
Manage performance of teachers and SLSOs and address performance improvement issues	Leader of Operations	
Teaching Role		
Participate actively with other staff in the Alesco Illawarra Community of Practice, understanding and positively promoting the vision, purpose, values and charter of Alesco Illawarra	Leader of Teaching and Learning	Leadership Team Teachers SLSOs Student Wellbeing Officers Admin Officers
Participate in Alesco Illawarra and WEA Illawarra team activities, including (but not limited to) staff meetings, planning and evaluation activities, recognition ceremonies, performance management and professional development	Leader of Operations	

DOMAIN: STUDENTS AND CAREGIVERS (PEOPLE)

Responsibility	Accountable To	Consult or Collaborate With
Leadership Role		
Liaise with parents/caregivers and students regarding new enrolment inquiries and applications		Wellbeing Manager Administration Officer
Proactively approach schools and other community organisations and services to promote Alesco Illawarra and new student referrals, to assist with meeting enrolment targets	Leader of Operations	Wellbeing Manager
Conduct new student intake interviews and refer for additional consults/assessments and support plans as necessary		Wellbeing Manager Leader of Teaching and Learning
Confirm acceptance of new students and coordinate the transition of new students into the campus		Wellbeing Manager, Wellbeing Officers, Teachers, SLSOs, Administration Officer
Monitor and coordinate responses to student attendance and engagement issues	Leader of Operations	Wellbeing Manager Leader of Teaching and Learning Leader of Health and Wellbeing
Monitor, respond to, guide and support discipline responses	Leader of Operations	Teachers Wellbeing Manager Leader of Teaching and Learning

Responsibility	Accountable To	Consult or Collaborate With
Respond to caregiver inquiries or concerns regarding student progress or participation		Leader of Teaching and Learning Wellbeing Manager
Teaching Role		
Manage classroom behaviour within the framework of Trauma-Sensitive Positive Education, in order to support student wellbeing, improve student engagement and retention.	Campus Coordinator	Leader of Teaching and Learning Wellbeing Staff
Prepare student academic reports, and provide other formal and informal feedback to students and parents/caregivers on academic and social-emotional learning progress	Leader of Teaching and Learning	
Collaborate in the development of Positive Behaviour Support plans as needed, having responsibility for implementing and monitoring plans in the classroom setting and providing feedback to parents/caregivers on progress	Leader of Teaching and Learning	Wellbeing Staff SLSOs
Attend and contribute to student support meetings, and collaborate with Wellbeing staff to implement strategies which address student wellbeing needs	Leader of Health and Wellbeing	Wellbeing Staff
Act as Home Room Leader, plan and implement Home Room activities for an identified group of students, monitor student progress towards their personal goals, and provide feedback to parents/caregivers	Leader of Operations	Teachers SLSOs Wellbeing Staff
Maintain accurate student records in relation to learning support, attendance, engagement, behaviour, discipline and wellbeing in the School's online Student Management System (Sentral)	Leader of Operations	

DOMAIN: ORGANISATION (PLACE)

Responsibility	Accountable To	Consult or Collaborate With
Coordinate day to day administration and operations across allocated campuses	Leader of Operations	
Understand and enact duty of care towards all students at all times	Principal	
Understand and fulfil all child safety obligations including ensuring child safety and child protection policies and processes are followed (mandatory reporting of risk of harm, managing risk of harm to students and reporting breaches of professional conduct or allegations of reportable conduct).	Principal	Executive Team Wellbeing Manager Wellbeing Officers Teachers SLSOs
Manage campus budgets, allocate and monitor expenditure, approve staff motor vehicle travel and reimbursements	Leader of Operations	
Manage relationship and hire/licensing agreements with owners of properties we lease and their allocated management staff	Leader of Operations	Principal
Ensure student supervision arrangements are in place and followed at all times	Leader of Operations	Teachers, SLSOs, Wellbeing staff
Implement and monitor compliance with other organisation policies and procedures	Leader of Operations	
Coordinate risk assessment and manage risk: work health and safety, reputational, financial, operational (routine and	Principal	Leader of Operations

Responsibility	Accountable To	Consult or Collaborate With
variation to routine, eg incursions and excursions, work experience)		
Manage data and records (Compass results, NCCD moderation, meeting minutes, Sentral notes, student files, incident reports, other reports)	Leader of Operations	Leader of Teaching and Learning Leader of Health and Wellbeing
Communicate with Executive Team regarding critical incidents to coordinate response	Executive Team	
Support and participate in the development, implementation and review of quality systems and continuous improvement processes across Alesco Illawarra	Leader of Operations	Leadership Team
Plan and organise excursions, incursions and other special learning activities linked to curriculum outcomes, submitting planning and risk assessment documentation. Drive students in 12 seater van owned by Highlands Youth Hub for off site activities.	Leader of Operations	Leader of Teaching and Learning Teachers
Contribute to organisational reports and undertake other administrative activities in order to meet Alesco Illawarra, WEA Illawarra and other stakeholder requirements	Leader of Operations	Leadership Team
Work flexible hours as determined by the demands of the position and respond flexibly to changing operational needs	Leader of Operations	
Abide by and work in accordance with all legislative requirements, guidelines and policies and procedures associated with Alesco Illawarra and WEA Illawarra	Leader of Operations	

Selection Criteria – Education and Experience

Essential

- Bachelor of Education, Bachelor Degree with postgraduate teaching qualification (primary or secondary), or other equivalent teaching qualification recognised in NSW, with ability and willingness to facilitate learning across Stage 5 Key Learning Areas (English, Mathematics, Science, History, Geography, PDHPE, Creative Arts) and Stage 6 courses.
- Demonstrated educational leadership experience preferably in an environment that supports young people with barriers to education, at risk of disengaging from education, trauma backgrounds or with challenging behaviours, including Aboriginal and Torres Strait Islander young people.

Desirable

- Training and experience in Trauma-Sensitive Positive Education practices and Self-Determination Theory.
- Other qualification/training in educational leadership, youth welfare, mental health, adult education, special education or alternative approaches to education.

Selection Criteria – Knowledge and Skills

Essential

- Demonstrated ability to lead diverse teams in line with the organisation's strategic goals and continuous quality improvement initiatives.
- Demonstrated ability to use strengths-based approaches to support team members in their daily work and through change processes.
- Excellent interpersonal skills, including clear communication, conflict management and restorative practice skills.
- Excellent administrative, organisational, problem-solving, negotiation and crisis-management skills.
- Understanding of contemporary leadership theories with demonstrated commitment to self-reflection and ongoing personal and professional leadership skill development.
- Understanding of growth mindset principles and ability to apply to own practice and support team members in implementation for themselves and their students.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

- Demonstrated ability to program and teach NESA or other endorsed courses across a range of curriculum areas, including integrated/cross curricula units of learning and project-based learning experiences.
- Demonstrated ability to provide differentiated content and incorporate adjustments in teaching and assessment through the use of evidence-based innovative strategies, in order to maximise student engagement, individual progress and meet special learning needs.

Selection Criteria – Other

Essential

- Valid NSW Working with Children Check Clearance (please provide Clearance number and date of birth for verification purposes).
- Accreditation at Proficient Teacher level or higher with the NSW Education Standards Authority (please provide NESA accreditation number).
- Unrestricted NSW driver's licence with access to own registered and comprehensively insured motor vehicle and willingness to travel as needed across Wingecarribee, Illawarra and Shoalhaven.

Other Requirements

Child Protection

This position is classified as child-related employment. Employment is conditional upon obtaining and maintaining a valid employment Working With Children Check Clearance and giving a Child Protection Undertaking as outlined in your letter of offer of employment. For information on how to apply please visit

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

NSW Police Check

Some of the work of this position may be undertaken on the premises of our partner organisation PCYC. PCYC policy requires that adults conducting regular programs on PCYC sites must provide a National Police Check certificate issued by NSW Police to PCYC Club Manager annually, at their own expense. Employment, participation and presence at PCYC is conditional upon recommendation from the NSW Police Force and any decision based on such recommendation is not subject to appeal. Information regarding the National Police Check can be found here:

https://portal.police.nsw.gov.au/s/policecheck-definition?reportType=CP_PoliceCheck .

Use of Private Motor Vehicle

You will be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA Illawarra will pay a motor vehicle allowance on a per kilometre basis, according to WEA Illawarra's Policies and Procedures. Evidence of your unrestricted driver's licence, the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided prior to using your private motor vehicle for work purposes.

Teacher Accreditation and the Australian Professional Standards for Teachers

From 1 January 2018 all teachers in NSW must be accredited with the NSW Education Standards Authority and meet maintenance of accreditation requirements.

All teachers are expected to meet the Australian Professional Standards for Teachers appropriate to their career stage. The seven Standards outline what teachers should know and be able to do. The Standards can be found at

<http://www.aitsl.edu.au/teachers>.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

It is a requirement that you advise WEA Illawarra if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment, unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA Illawarra to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA Illawarra wants to place you in the best situation to use your skills effectively in the position.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

Element	Key Activity	Frequency
Work environment	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment with people from differing professional backgrounds	Daily
	Take direction from members of Executive Team	Daily
	Work in different geographic locations and unstructured environments (eg, outdoor learning)	Regular
	Be exposed to all outdoor weather conditions	Occasionally
	Work within the span of hours between 8.30am – 4.00pm with the possibility of extended hours on occasion	Regular
	Be on call after hours	Occasionally
	Work in buildings which may be two-storey	Regular
	Work in an open plan office or other environment with distractions and noise	Daily
	Sit at a computer or in meetings for extended periods	Daily
	Stand in classroom setting for extended periods, write on whiteboard, move freely amongst a class of students	Regular
	Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources over short distances	Daily
People contact	Work with students who may have a physical or sensory disability	Occasionally
	Work with students who may have a mental health, social-emotional or mild cognitive disability	Daily
	Liaise with government, non-government, community, cultural and law enforcement organisations	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates	Regular
	Interact with students and members of the public who could display verbal or physically challenging behaviours	Regular
	Be exposed to information regarding student personal history and experiences that could be emotionally distressing	Regular
	Support students and participate with students in recreational activities (eg gardening, ball games, swimming, walking, sports)	Regular
	Work collaboratively with others to facilitate access to specialist, generic and community services	Regular
	Lead and participate constructively with colleagues in the giving and receiving of feedback for the purposes of improving skills and professional practice and managing performance	Daily
	Undertake own performance planning, training and professional development activities	Regular
Administrative tasks	Undertake administrative tasks which may include the following: computer work, making telephone calls, filing, writing reports, case notes/plans and student records, participate in meetings and case conferences, concentrating for long periods of time, managing resources, researching and analysing information and data.	Daily
	Use technology, including photocopier, printer, telephones, DVD players, computers, laptops, iPads, fax machine, data projector, speakers	Daily

Element	Key Activity	Frequency
Transport	Use public transport, including trains and buses	Occasionally
	Drive vehicle (own car and 12 seater van) with possible distractions from student behaviour	Regular
	Drive vehicle possibly over long distance and in all traffic and weather conditions	Regular

Workplace Health and Safety

WEA Illawarra is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the WEA Illawarra and School community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA Illawarra.
- Comply with any reasonable policies and procedures of WEA Illawarra including the reporting of hazard or incidents using the organisation's reporting processes.

PRE-EMPLOYMENT HEALTH DECLARATION

Employment with WEA Illawarra is conditional on the applicant being suitable for employment and fully able to perform the inherent requirements of the position.

When completing the health declaration, you as an applicant for employment must do so in the full knowledge of the position as outlined in the relevant position description and/or selection criteria.

The primary purpose of this pre-employment health declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the pre-employment health declaration to deny a person employment solely because of disability, illness or injury. The health declaration is required so that WEA Illawarra may take the appropriate and reasonable action to ensure the employee's health, safety and wellbeing.

You are required to disclose to WEA Illawarra any pre-existing illness, disease, injury, ailment or condition that you have suffered or continue to suffer of which you are aware and could reasonably be expected to foresee, and which could be affected by the nature of the proposed employment.

Privacy

WEA Illawarra takes your privacy seriously. All details provided on this form are treated confidentially in keeping with the *Privacy Act 1988* and WEA Illawarra Privacy Policy. The completed health declaration form will be retained on your personnel file, which is kept secure at all times. Where employment is not taken up, for whatever reason, all documents relating to your application will be retained for six months and then destroyed.

WEA Illawarra and its authorised employees may use the information in your health declaration for the purpose of assessing your suitability for employment as a trainer, trainer and assessor, general staff, teacher, IT support, administration support or student support staff member. Further, WEA Illawarra may disclose that information to its legal advisers for the purpose of obtaining legal advice concerning your health declaration, and any legal proceedings in which your health declaration is relevant.

Should any circumstances change that may affect your capacity to perform the inherent requirements of the position that you are undertaking, you are obliged to inform your respective manager/supervisor.

Section 1: Personal Details

Given name:		Surname:	
Please state any previous name(s):			
Address			
Suburb		Postcode	
Phone:		E-mail:	

Section 2: Status of Health

Name: _____

1. Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position? <i>In answering this question Yes or No, you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly).</i>		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, please provide details below
2. Do you have an existing injury or condition or pre-existing injury or condition? <i>Existing is a condition for which treatment is still being received. Pre-existing is where an injury or condition(s) is present but treatment is no currently required.</i>		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, please provide details below
3. Have you ever worked with any substances or in any conditions which may have been hazardous to your health (eg, asbestos exposure, toxic chemicals, stressful or noisy environments) and for which you need a modified workplace?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, please provide details below
4. Have you ever been medically retired from a previous position?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, please provide details below

Section 3: Declaration

I, _____ of _____
(applicant's name)

(applicant's address)

do solemnly and sincerely declare that the contents of this pre-employment health declaration form are true and correct in every particular, and make this solemn declaration conscientiously, believing the same to be true and correct. I am aware that rendering or making a false declaration may be punishable for wilful and corrupt perjury.

The information stated is true and complete to the best of my knowledge and no information concerning my past or present state of health has been withheld. I am aware that I may be required to undergo a health assessment or testing, and I hereby agree to undergo a health assessment by a medical or other health practitioner if deemed necessary by WEA Illawarra.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions before-mentioned may make me ineligible for employment, or if employed, liable to termination of employment. I understand that this pre-employment health declaration will form part of my personnel file.

Declared at _____
(address/location where declaration made)

Before me _____
(name of witness to declaration)

In the State of New South Wales this _____ day of _____ 20____
Day Month Year

Signature of Witness _____

Signature of Applicant _____