

## POSITION DESCRIPTION

<b>POSITION</b>	Assistant Principal (Prace College)
<b>EMPLOYER</b>	Prace
<b>DEPARTMENT</b>	Prace College
<b>RESPONSIBLE TO</b>	Principal
<b>LOCATION/S</b>	Merrilands and Mernda Prace College Campuses
<b>CLASSIFICATION:</b>	Neighbourhood Houses & Learning Centres Collective Agreement - Adult Education Officer 7
<b>QUALIFICATION/S OR RELEVANT EXPERIENCE:</b>	B.Edu. ( <i>essential</i> ) Masters – welfare, psychology ( <i>desirable</i> ) Extensive experience working with young people in an educational setting
<b>CONDITIONS:</b>	Ongoing, full-time -38 hours per week Salary Packaging available. Satisfactory National Police Records Check ( <i>essential</i> ) Working with Children's check or VIT Registration ( <i>essential</i> ) Certificate in First aid ( <i>desirable</i> ) 6-month probation For all other conditions refer to the contract of employment and the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016 for all other conditions

## ORGANISATIONAL VISION

Changing lives through education

## ORGANISATIONAL FOCUS

Through the provision of accessible learning, community and work opportunities that build skills, confidence and hope, we shape the community of tomorrow, break the cycle of poverty and disadvantage and enable people to improve their quality of life.

## ORGANISATIONAL CONTEXT

Prace has, nearly 30 years, provided innovative and high quality Adult Community Education (ACE) programs. Over this period Prace has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments for pre-accredited and accredited as well as a range of community development and management activities.

Prace is :

- A Learn Local provider - delivering adult education and training programs through ACFE;
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- An Independent School: Prace College

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace-managed sites (Merrilands, Reservoir and the Mernda Campus), as well as in a range of other community venues within the Northern growth corridor.

Prace College was registered with the VRQA as an independent school in 2017, but remains a part of Prace, and operates under the governance of the Prace Board of Management

Prace College operates across two Prace managed sites, Merrilands Community Centre and the Prace Mernda Campus.

Rolling enrolment, and staggered completion or departure from the School make student statistics complex to report. At any one time each campus will have around 50 students actively participating in the School. Over a full year between 60 and 70 students may pass through each campus.

## **POSITION SUMMARY**

The Prace College Assistant Principal works together with the Principal and is responsible for implementing the policies and procedures to ensure that all students have the opportunity to excel and are supervised in a safe learning environment. This learning environment needs to meet the Prace Vision, Focus, Values and the Prace College Educational Philosophy.

The Assistant Principal of Prace College is responsible for implementing and overseeing the operations of Prace College, ensuring these meet

- VRQA Minimum guidelines for schools
- Commonwealth and State contract and reporting requirements
- Victorian Child Safe Standards and Ministerial Order 870
- Any other relevant Victorian Ministerial Orders
- Curriculum requirements and guidelines
- All relevant standards, regulations and legislation
- the principles of Australian democracy

The purpose of the role is to

- Provide leadership
- Support and ensure high-quality teaching and learning
- Ensure high quality curriculum is delivered to all students
- Ensure the school is well managed and encouraged and supported to take ownership and be accountable for the outcomes of their delegated responsibility

## **JOB COMPLEXITY**

Prace College operates across two Prace managed sites, Merrilands Community Centre and the Prace Mernda Campus and the Assistant Principal will be responsible for the day to day running of one of the campuses.

The Assistant Principal together with the Principal is responsible for developing and maintaining external relations with all relevant stakeholders including parents, like schools, local schools, referring agencies, peak bodies, funding and registration bodies, and networks and partnerships.

## **RESPONSIBILITIES & DUTIES**

### **Leadership**

- Implement the Prace College Business Plan that fall within the responsibility of this position
- Lead and strengthen a positive school culture consistent with Prace Vision, Focus, Values and the Prace College Educational Philosophy
- Build and sustain the Prace culture within the campus
- Delegate effectively, inspiring and empowering teaching colleagues to contribute towards the leadership of the School and to reach their full potential
- Represent the School to parents and the wider community

### **Contracts & Compliance Management**

- Manage a Prace College campus to meet funding body and VRQA Minimum Guidelines for Schools compliance, reviewing and operationalising, as required under the direct leadership of the Principal, and in concert with the Senior Management Team.
- Implement and review systems which ensure active compliance with all relevant legislation and regulations.
- Ensure all school reporting requirements are met within given timeframes, including school audits and reviews as necessary

### **Teaching and Learning**

- Ensure high quality teaching and learning through:
  - a. Qualification/course rules and requirements
  - b. student needs
  - c. student, sector and industry feedback
  - d. continuous improvement
  - e. funding body and registration authority requirements
  - f. financial targets
  - g. regulatory and legislative requirements
- Manage student enrollments and overall participation including:
  - a. Course information provided to prospective and enrolled students
  - b. Initial assessment/interview and placement
  - c. Strategies for the reduction of absenteeism and withdrawals
  - d. Referral to outside agencies
  - e. Complaints, and appeals
  - f. Recognition of Prior Learning, Credit Transfer and National Recognition procedures
- Manage allocated program resource and professional development budgets as well as relevant project budgets

- Evaluate programs and overall service to ensure student satisfaction with the aim of working towards best practice
- Oversee curriculum development, curriculum review and balance of curriculum in line with the school educational directions
- Keep abreast of developments in Digital Learning Technologies and actively promote use by teachers in the classroom
- Oversee assessment and reporting

### **Students**

- Enrolment of Students
  - Offer placements to students according to the Enrolment Policy
  - Liaise with parents regarding enrolment of students with special needs and ongoing wellbeing of the students
- Welfare support/management
  - Ensure all students receive appropriate teaching/learning, welfare and remedial support
- Behaviour Management
  - Manage the maintenance of standards and general discipline of students
  - Oversee the implementation of the Behaviour Management Policy and associated staff and student welfare policies, and empower class teachers, and teaching staff to enforce this policy
  - Ensure conferences take place in relation to student and school issues with parents, students, and teachers

### **Human Resource Management and Development**

- Undertake HR recruitment processes ensuring the attraction, retention and development of high quality, passionate staff
- Supervise staff in line with the organisational structure through formal and informal supervision arrangements including undertaking performance appraisals
- Understand all VIT teacher registration requirements and provision of professional development to ensure quality teaching staff
- Implementation of practices for a child-safe environment in relation to School staff selection, supervision and management practices, as well as supervision relating to staff performance and child safety, and report any performance or child safety issues to the Executive Officer
- For child-connected staff positions ensure position descriptions include
  - Child safe duties and responsibilities
  - Essential or relevant qualifications, experience and attributes in relation to child safety.
- Ensure school staff undertake regulatory professional development
  - First aid training every three years
  - CPR training annually
  - Child Safe training
  - FVISS
  - CISS

## **Business Management & Partnerships**

- Actively seek and participate in partnership and strategic alliances with other agencies where these enhance the School and student outcomes.

## **Child Safety**

- Fulfill the role of Prace Child Safe Officer
  - Acting as a point of contact for both staff and students in relation to child protection matters
  - Undertaking an active role when any child protection incidents are reported to them, including providing support to affected members of Prace
  - Participate in the review Prace's processes and procedures for responding to allegations or disclosures
- Child Safe Strategy
  - Enact strategy
- Report monthly to the Principal to ensure people engaged in child-connected work perform appropriately in relation to child safety (non-school positions)
- Reduce or remove the risk where a risk of child sexual abuse by an adult associated with Prace is known
- Undertake Mandatory reporting as necessary
- Responsible for oversight of child safe related policies and procedures as per the Prace Delegation Policy and Procedure including
  - Ensuring all excursions are executed in line with the Excursions Policy and Procedure
  - Overseeing campus anaphylaxis, asthma and medical conditions management
  - Student supervision during, before and after class, and during break times
  - Ensuring all staff understand their role in emergency situations

## **General**

- Support and lead Prace safe work practices and assist in promoting safety as a requirement of day-to-day operations
- Ensure continued familiarity with Prace policies, procedures and Strategic Plan as relevant to position
- Work in concert with all PRACE staff to realise PRACE's values, mission, vision and PRACE's College's school philosophy
- Maintain and develop one's own professional capability as relates to this position

***The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.***

## **REQUIRED SKILLS AND KNOWLEDGE**

### **Specialist**

Set priorities, manage own time, plan and organise own work within agreed timelines

Achieve objectives within set time frames and budgets

Ability to work within, and assist in the development of, the organisation's Code of Practice, Policies and Procedures, strategic and business plans and contribute to continuous improvement

Extensive knowledge of Senior Secondary education in a community setting

Extensive knowledge and ability to work with at risk young people

Self-motivation, excellent organisational skills, and the ability to prioritise workloads effectively.

Ability to adapt and innovate

High digital literacy skills

Ability to manage risk

### **Management skills**

Sound knowledge of managing and developing staff

Sound knowledge of financial management and budgeting

Sound knowledge of management practices and systems

Knowledge and understanding of relevant networks including government and non-government sectors

Knowledge of relevant workplace legislation including the Equal Opportunity, Occupational Health, Safety, Child Safe, Mandatory Reporting

### **Interpersonal skills**

Ability to communicate orally and negotiate effectively with a wide variety of people to gain co-operation and assistance from a range of stakeholders including parents, students, staff, referral agencies, local schools, peak bodies and government representatives

Ability to lead by example by acting with a high degree of professionalism

Ability to work independently and in teams / groups

Ability to supervise and support others

Determination and courage to tackle difficult issues and conflicts and see them through to a positive conclusion

Commitment to social justice principles

## **SELECTION CRITERIA**

- Appropriate tertiary qualification – teaching, welfare or social work- Masters or higher preferred
- Demonstrated experience in management of innovative, community based Senior Secondary Programs
- Demonstrated knowledge of current issues affecting young people, and a proven ability to maintain discipline, build and maintain positive relationships with students, including understanding and relating to them perceptively and sympathetically
- Evidence of successfully developing teams of staff, including delegating effectively and managing change
- Demonstrated understanding of the current financial, regulatory and accountability requirements of independent schools
- Demonstrated ability to think creatively, anticipate and solve problems
- Excellent networking skills

## **OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES**

All staff are responsible for the following safe work procedures and instructions:

**Employees must:**

- Comply with the Prace OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not willfully place at risk the health or safety of any person in the work place
- Not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with Prace in relation to activities taken by Prace to comply with Occupational, Health and Safety and environmental legislation.

**Supervisors are responsible for:**

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported

**The organisation has a responsibility to:**

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards

**EQUITY AND DIVERSITY**

Prace is committed to equal opportunity in education, employment and welfare for staff and students.

Prace and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Through our commitment to diversity and equality, Prace is actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported. Prace advocates for building safer communities.

## CHILD SAFETY

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development

## GOVERNANCE

Prace is governed by a Board of Management with strong representation for all key operational areas.

Prace's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Board of Management is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Board of Management.

This position description is approved by: Libby Barker

Employee's Signature:

Date:

Principal's Signature:

Date: