JOB No: ALE001.1
JOB TITLE: Head Teacher – Middle School [RoSA]
JOB TYPE: Full Time
DATE REVISED: 01 July 2015
JOB LOCATION: Dubbo
JOB PURPOSE: To ensure the school program and the Alesco Learning Centre team are continually delivering education and learning opportunities that meet the needs and expectations of the Board of Studies, Funding Bodies, the Host organisation and participating and prospective students enrolled at Alesco Learning Centre.

The Head Teacher is responsible for some elements of the administration of the school as well as teaching KLA/subjects on the timetable. They are also involved in supervising the group leadership of the student body. The Head Teacher will also be responsible for the daily operation of the RoSA program.

The Head Teacher is an equal member of the Equity and Assessment committees with the Head of Senior School, Head of Non-RoSA programs and Head of Student Welfare.

The Head Teacher is to lead the school and student body in the successful delivery of the RoSA program within the setting, develop staff professionally, work towards continuous improvement in the program and work with organisation Senior Management to ensure all requirements are met.

The Alesco Learning Centre is a business unit of Western College.

REPORTS TO: Principal
AND works in CONJUNCTION WITH: Western College Management team and Compliance Officers
SUPERVISES: Teacher(s) Youth Workers and Student Learning Support Officers
HOURS PER WEEK: 38 hours per week averaged over the year Including teaching and administration

REMUNERATION: Appropriate remuneration will be negotiated with the successful application accordance with qualifications and experience in line with the Educational Services (teachers) Award 2010.
Job Description

Essential Selection Criteria

- Qualifications of either Bachelor of Education or Diploma of Education and or Accreditation or equivalent with the NSW Institute of Teachers
- Experience in working in an education setting
- Demonstrated passion for disengaged youth and alternative education
- Proven ability to develop a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques
- Demonstrated experience in leading and developing a team
- Experience working with disadvantaged and at risk young people/adolescents
- Strong Interpersonal Skills including high level communication, time management and stress management skills.
- Proven innovative and imaginative problem solving skills
- Demonstrated knowledge and acceptance of the culture and nature of youth culture, with the ability to develop effective working relationships
- Ability to work unsupervised and as part of a team
- Ability to use basic computer word processing program

Desirable

- First Aid Certificate or willingness to obtain one
- Experience in an Alternative Education setting
- Passion for the philosophy of Alternative Education
- Experience in Special Education Setting
- Sound crisis management skills
- Unencumbered Drivers licence
- Drivers Licence and an ability to drive a 12 seater mini bus

Key Result Area Accountabilities

Compliance

- Participate as a member of Western College Alesco and Western College
- Managing the implementation of school operations and policies related to student welfare and discipline
- Work as part of a team to ensure principal objectives are met

Curriculum and teaching

- Leading the Development of curriculum in a major learning area along with curriculum development in other areas

Human Resources

- Coordination and Supervision of the provision of professional development and developing individual and team development plans for teaching/training staff within the priorities of Alesco Learning Centre
Data Management
- Managing the development of the school’s assessment and reporting functions

Administration
- Work within the established administrative systems and processes
- Coordinate day to day administration of the school and play a strong role in team leadership

Program Promotion
- Market and promotion of Alesco Learning centre and Western College programs to maximise opportunities

Participant Support
- Support the needs of students, maintaining gender equity, anti-discrimination, cultural diversity, confidentiality and child protection practices
- Coordinate activities of Alesco Learning Centre

Organisational Structure

Probationary Period and Performance Review
An employee may be engaged for a probationary period of up to three months and will be reviewed after three months duration. The probationary period shall be specified in the letter of appointment. All Western College employees are expected to participate in an annual performance appraisal.

Note: Employment is conditional upon the successful clearance of a NSW Working with Children Check. Under the Child Protection (Working with Children) Act 2012, a worker must not engage in child-related work unless the worker holds a Working with Children Check clearance. A National Criminal History Record Check may also be a pre-requisite for employment at Western College. Relevant criminal history, apprehended violence orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applications.
Job Specification

Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Working With Children Check clearance
- Diploma of Education; Bachelor of Education or equivalent
- Specialisation in at least one of the KLA's being delivered in the school; English, History, Geography, Mathematics, Design and Technology, Science & PDHPE.
- Ability to deliver in at least three of the essential stage 5 curriculum KLA's

Experience and Training

Experience in working in a mainstream school or preferably an alternative education setting

Personal Skills and Characteristics

- High level verbal and written communication skills
- Exceptional organisational skills
- Ability to work as part of a team
- Empathy for the disadvantaged

Duties and Responsibilities

In recognition of the importance of leadership and management combined with exemplary teaching practice for improved student learning outcomes, the key roles of the Head Teacher include but are not limited to:

1 Participate as a member of Western College and the Alesco Learning Centre.
   - Commit to following the general staff practices of Western College, including, but not limited to:
     - confidentiality
     - Child Care and Protection legislation
     - Occupational Health and Safety
   - Attend meetings and training as required
   - Actively promote Western College and the Alesco Learning Centre philosophy
   - Maintain privacy and confidentiality in practice
   - Support management initiatives and undertake other duties as requested by management.
   - Support the development and implementation of organisational policies and practices
   - Adhere to company OH&S policy, procedures and rules, and adopt safe work practices
   - Ensure the Alesco Learning Centre complies with all aspects of NSW Board of Studies requirements.

2 Leading the development of curriculum in a major learning area along with curriculum development in other areas
   - Leading the development of curriculum support materials
   - Coordinating the development and delivery of curriculum for Alesco Learning Centre
   - Coordinating the final form of any curriculum proposals for The Board of Studies consideration
   - Managing the implementation of curriculum initiatives related to the Strategic Plan and identified school priorities
   - Managing the implementation of whole-school strategies related to curriculum planning and delivery
   - Preparing and delivering a range of teaching programs or courses of study
   - Participating in curriculum planning and curriculum integration activities
3 Coordinating and Supervision of the provision of professional development and developing individual and team development plans for teaching/ training staff within the priorities of Alesco Learning Centre.

- Conducting in the performance review of staff of Alesco Learning Centre
- Supervision and Consultation on appropriate professional development of other Teachers
- Modelling excellent teaching practice and mentoring other teachers in the school, and providing advice and direction on teaching and learning strategies
- Coordinating and supervising a team of teachers in the development and/or delivery of teaching and learning programs according to the Strategic Plan and identified school priorities
- Coordinating the supervision of student teachers
- Teaching demonstration lessons where applicable
- Ensuring the delivery of a comprehensive education program to all students of Alesco Learning Centre
- Managing and integrating the resources available to the school in accordance with Governing Body requirements

4 Managing the development of the school’s assessment and reporting functions

- Monitoring, evaluating, recording and reporting student progress in key learning areas.
- Implementing strategies to achieve targets related to student learning outcomes
- Reporting to the Board of Western College, the Principal, the Manager, DEC, DE, BOS and any other relevant government department or key stakeholder along with the school community, where appropriate on the achievements of the school and of individual students as appropriate, and positively representing the School in the local community

5 Managing the implementation of school operations and policies related to student welfare and discipline

- Responsibility for discipline matters beyond the management of classroom teachers
- Responsible for liaison between Youth Support Services and Teaching staff to ensure the needs of the client base are well met.
- Assist in the development and managing the school code of conduct.
- Maintaining a high standard of student management as described in the school Policies, Procedures and Philosophy.
- Participate in the development, implementation and review of school policies, programs and operations
- Contribute strongly to the overall leadership and management of the school

6 Work within the established administrative systems and processes.

- Establish and maintain systems of file management for processing, administering, recording and resourcing Alesco Learning Centre programs and their delivery.
- Participate in any established administrative systems to ensure the continuity of record keeping for Alesco Learning Centre, ie attendance records etc
- Coordinate the provision of written reports for individual students as set out in the
- Schools Policies and Procedures
- Provide written reports to Principal and senior management as required.
- Supervise the coordination of course performance reviews and participation rates against financial viability, service improvement strategies and quality of teaching to ensure optimum utilization of resources.
Job Specification

7 Market and promotion of Alesco Learning Centre and Social Inclusion Programs to maximise opportunities

- Involvement in the design, development and distribution of marketing and program promotional materials, including press releases, flyers and other media material as approved by the Senior Project Officer.
- Promote and attend networks and networking with other service providers, existing and new clients and stakeholders
- Assist in the research and investigation of marketing and funding opportunities
- Maintain a framework for information gathering, storing, retrieval and referral to gain a competitive advantage for sustaining business

8 Work as part of a team to ensure principal objectives are met.

- Understand and promote the values of the organisation as expressed in the Strategic Plan
- Promote all Western College’s programs, business culture and work practice
- Participate in staff meetings, training and seminars as requested
- Investigate and participate in activities for self improvement
- Abide by all legislative boundaries and guidelines associated with Alesco Learning Centre and Western College.

9 Support the needs of the students, maintaining gender equity, anti discrimination, cultural diversity, confidentiality and child protection practices.

- Document any incident/ accidents according to appropriate school policies.
- Act in a sensitive manner to the students needs upholding a non-violence, no harassment policy.
- Ensure that every student is given a fair chance and choice in all opportunities.
- Actively support referrals of the young people to services that may better suit their needs.
- Maintain client & staff confidentiality, while following appropriate procedures for notifying other staff where required by Western College Policy or legislation
- Coordinate/ administer day-to-day behaviour management strategies of students,

10 Coordinate activities of Alesco Learning Centre

- Coordinate student orientation programs maintain classroom facilities and equipment
- Provide student and course counselling
- Participate in appropriate staff development programs to develop and maintain personal skills, knowledge and attitudes
- Manage risk, health and safety practices within role and school
- Ensure that students develop and practice accepted safety procedures in the learning environment
- Contribute to research, development, implementation and review of subjects

11 Coordinate day to day administration of the school and play an strong role in team leadership.

- Coordinate/ delegate coordination of Special Exam Provision collation.
- Coordinate/ delegate coordination of AIS funding submissions.
- Coordinate/ delegate coordination of scheduling of the work done by the Teachers Aide.
- Coordinate/ delegate coordination of the planning of activities to be undertaken at Alesco Learning Centre (ie planning days, strategic planning, PD development).
- Coordinate/ delegate coordination of the of School Term Reports .
- Coordinate/ delegate coordination of organising and coordinating the Alesco School activities sub committees.
- Coordinate/ delegate coordination of ensuring the quality and consistency of the Work Experience Coordination.
- Coordinate/ delegate coordination of request, compilation and dissemination of Student
Attendance Checks.
- Coordinate/ delegate coordination of the coordination of School Newsletters (2 p/a).
- Coordinate/ delegate coordination of Stationary Orders.
- Coordinate/ delegate coordination of Student Contracts & Discipline.

Personal Skills and Characteristics
- Oral communication: to speak clearly and persuasively in positive or negative situations, listens and gets clarification
- Written communication: to read and interpret written information
- Mathematical skills: to add, subtract and multiply; receive payment for training course/s and services.
- Punctual and dependable to ensure consistency to arrive on time, follow instructions, take responsibility for own actions, keeps commitments, and complete tasks on time or notify the appropriate person with an alternative plan.
- Ethics to treat people with respect and uphold organisational policies and values
- Ability to follow direction and complete tasks with care and accuracy
- Handle information in confidence

Duties and Responsibilities

1. Participate as a member of Western College
   - Commit to following the general staff practices of Western College, including, but not limited to
     - Confidentiality
     - Child Care and Protection Legislation
     - Work Health and Safety
   - Attend meetings and professional development training as required
   - Actively promote the Western College policies and values
   - Maintain privacy and confidentiality in practice
   - Support management initiatives
   - Support the development and implementation of organisational policies and practices
   - Adhere to company WHS policy, procedures and rules, and adopt safe work practices
   - Undertake other duties as requested by management
   - Maintain a current Working with Children clearance
   - Advise the College of any change in circumstances that may affect your ability to fulfil your duties
   - Maintain a professional manner at all times

Incumbent Declaration

I have read and understood this Job Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document.

Additionally I agree to notify Western College Management immediately of any change in my capacity to meet the requirements outlined in this Job description, such as:

- Drivers licence status (where applicable to role)
- Police Check status
- Capacity to fulfil inherent requirements of the role

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