

NOVO

EDUCATION SPACE



 NEW DIRECTION

 SKILLS TO GET THERE

 CARE ALONG THE WAY



Acting Campus Coordinator -
(Maternity Relief) - Nowra

Applicant Information Pack 2024

Our Vision

Connected and thriving communities of lifelong learners.

Our Purpose

Empowerment through learner-centred education and training.

Our Acknowledgement

Novo Education Space acknowledges the traditional owners of the lands on which we work and learn. We pay our respects to all First Nations peoples and their elders past, present and emerging. We value their continuing cultures and connection to land, water and sea. We are committed to creating safe and welcoming learning centres for First Nations youth to flourish and grow as future community leaders.





INVITATION FROM THE CEO/PRINCIPAL

Thank you for your interest in the **Acting Campus Coordinator (Maternity Relief)** position at Novo Education Space.

This is an exciting time to be joining Novo Education Space. We are re-imagining learning spaces in which our students are in the driver's seat of their life, and our educators and wellbeing staff co-create each student's unique learning journey with them, to achieve the student's own self-determined goals.

We took the decision to become a registration only school, meaning our students follow the NSW Education Standards (NESA) curriculum, but are not entered for the NESA credentials of Record of Student Achievement and the Higher School Certificate. This affords us the freedom to create meaningful and engaging teaching and learning programs across Key Learning Areas that are not driven by rigid assessment schedules, examinations and trying to cover extraordinary amounts of mandatory content. Our programs are accredited by the international body ASDAN. Our students focus on building portfolios to demonstrate the skills and knowledge they have acquired through their learning experiences. We focus on real-world skills that young people need to have for a productive future and to become positive contributors to their communities. Students can work towards Bronze, Silver and Gold certificates awarded by ASDAN and can also receive micro-credentials for short courses completed. We pro-actively support them to take their next steps into further education, training or employment.

In the last few years we have worked hard to position ourselves and our students for the future, clarifying our purpose and strengthening our teams in alignment with our purpose, values and charter.

I invite you to consider expressing your interest for the satisfying and rewarding role of Campus Coordinator with Novo Education Space. Come and join us ... we are all on a learning journey together.

If you like the sound of what you read here and think you can contribute to the next stage of Novo Education Space's development, we'd love to hear from you.

David Fuller
CEO WEA Illawarra
Principal Novo Education Space

WHO ARE WE?

Novo Education Space is an independent Special Assistance School for Years 9 to 12, registered with the NSW Education Standards Authority. Novo Education Space is operated by WEA Illawarra, a not-for-profit Community College and charitable organisation.

Our purpose at Novo Education Space is to provide opportunities which create capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future.

Many students at Novo Education Space have experienced trauma as a result of adverse childhood experiences. 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 challenges in the school environment. They require additional planning, support and adjustments to access their learning.

Our staff train 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 VALUES

INTEGRITY - holding the highest standards and expectations for ourselves, our students and for the services we provide, being trustworthy, doing what we say we'll do, acting ethically as individuals and an organisation.

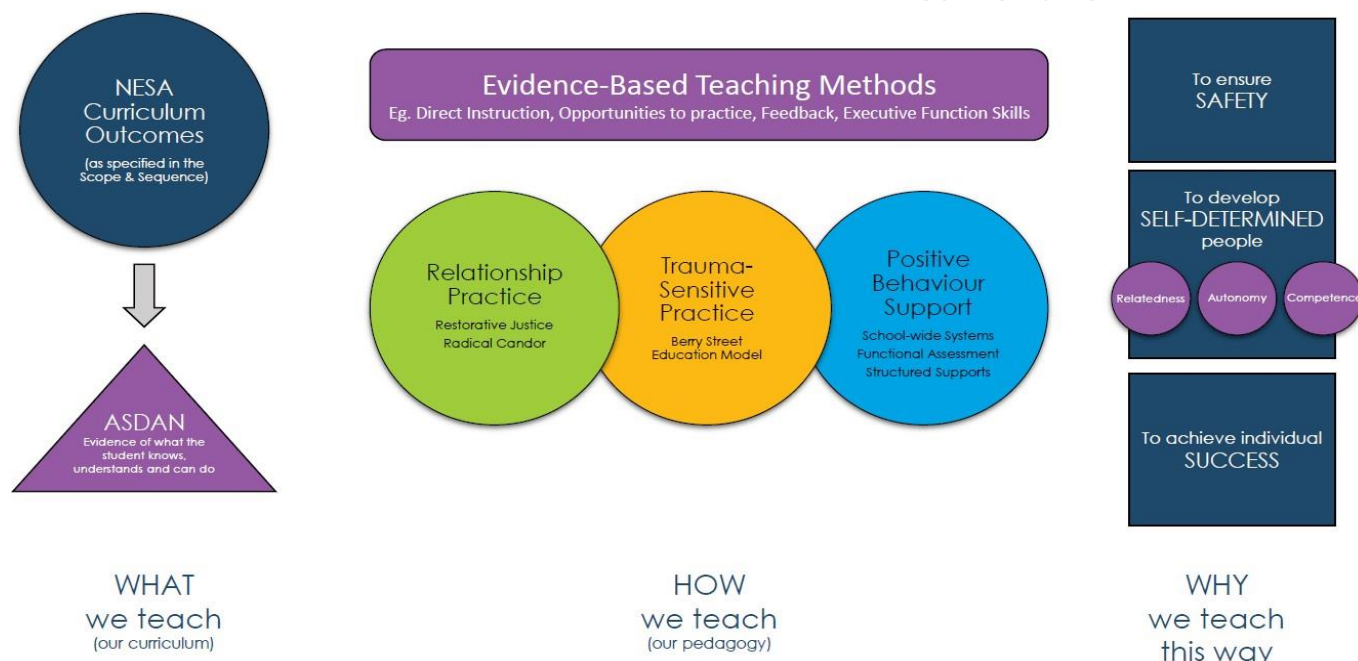
INCLUSION - our programs are purposely designed to include those that might otherwise be excluded from other education and training settings, valuing diversity and ensuring our workplace and programs are accessible, create a sense of belonging and connection for all.

COLLABORATION - recognising that we can't achieve our vision and fulfil our purpose without working alongside others, including our students. Understanding that the collective can come up with better solutions than individuals.

INNOVATION - we don't just want to keep doing what's always been done before, we look at problems from different angles and find new ways to provide services, to help, to support, and we aspire to be at the forefront of positive change.

TEACHING AND LEARNING THE **NOVO** WAY

EDUCATION SPACE



THE NOVO TEAM

Novo Education Space 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, Student Wellbeing Officers and Specialists. Our senior executive includes the Principal (who is also the CEO of WEA Illawarra), our Leader of Teaching and Learning who drives our 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, adaptability 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 ROLE

We have maternity relief position available on the beautiful South Coast of NSW.

Nowra Campus (Commencing End of Term 1, Start of Term 2, 2024)

1 x Fixed Term Maternity Relief (12 months),
Full -Time Acting Campus Coordinator
(negotiable 4-day per week part-time for the right candidate)

Campus Coordinator positions:

- are classified under Schedule C of the WEA Illawarra Enterprise Agreement 2019 (<https://tinyurl.com/bdwmbrr>) at Band 2.3 (\$117,454 per annum) depending on level of NESA accreditation + Leadership Level 1 Allowance (\$5,687 per annum) (excluding employer contribution to Superannuation (11%));
- receive annual leave loading of 17.5%;
- that are Full Time or Part Time can apply for salary packaging. 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. Equivalent full-time salary required in another organisation not offering salary packaging to receive the same take home pay would \$125,828 per annum. (go to <https://www.cbb.com.au/> to assess the results for yourself by using the CBB Calculator).
- are entitled to access to Employee Assistance Program, laptop, professional learning opportunities supported throughout the year, and motor vehicle allowance for approved work journeys at \$0.96 per km (conditions apply).
- Has multiple direct reports across Teaching and Learning with access to the Health and Wellbeing team.
- Reports directly to the Leader of Teaching and Learning and is expected to lead the campus as a member of the School middle leadership team.

ABOUT YOU

You are values driven, and your skills and mindset, aligned with our purpose will determine your success in this role and what we are trying to achieve with our students. You will have leadership experience or be in a position to take your next step into a designated leadership role.

Your team members and the students at your campus need to know: You are an educator or special educator that:

- what you stand for, and what your expectations of them are;
- that they can trust you, because you are fair, reliable, consistent, and articulate your values through your everyday actions;
- that you can respond to them with compassion while still holding the line of accountability;
- you appreciate and have the ability to bring together diverse perspectives;
- you are not afraid to take responsibility and you empower others to do the same.
- has a strong values-base for the work you do as a leading educator which aligns with Novo Education Space values and the way we practice;
- is skilled and motivated professional educator with a continuous improvement mindset, who is passionate about making a difference in the lives of young people who need an alternative to the mainstream education system;
- has experience in effective differentiation and incorporation of adjustments into teaching and learning materials, activities and assessments so that every student can build their skills and succeed;
- is compassionate, patient and able to build rapport and effectively engage young people who have been affected by adverse childhood experiences;
- has experience in effective classroom management using positive behaviour support and restorative strategies;
- understands you have a key role in the social-emotional learning of students;
- can be the kind of person who thrives in working collaboratively with a team/ cross campus team of diverse professionals in an open and self-reflective community of practice.

All staff require high level executive functioning skills in order to respond to the unpredictable nature of working with young people who have been impacted by trauma and who may display challenging behaviours.

Staff must have emotional resilience and 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 Novo Education Space. This is necessary so that young people who have been impacted by trauma have the opportunity to heal and grow within a community of belonging and understanding.

A great deal of agility and flexibility is also required of staff members, as the Novo 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.

For further information and a confidential discussion regarding the position contact

Kim Brady, Leader of Teaching and Learning

E: kbrady@novo.nsw.edu.au M: 0466 650 954

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 <https://ocg.nsw.gov.au/working-children-check>

National Police Check

WEA Illawarra may also request 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 are identified as the preferred candidate for a position you will be required to complete a Pre-Employment Health Declaration to disclose if you have a disability, pre-existing illness, or injury. The Declaration will assist us in understanding your capacity to safely carry out the inherent requirements of the position and consider any reasonable adjustments that may be required. 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 novo@novo.nsw.edu.au.

In expressing your interest for this position you will be providing WEA Illawarra with personal information.

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 expression of interest for employment. We may make notes and prepare a confidential report in respect of your expression of interest. We may keep this information on file if your expression of interest is unsuccessful in case another position becomes available.

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.

We will not disclose this information to a third party without your consent.

We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.

WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.

If you provide WEA Illawarra with the personal information of others, e.g., 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:

1. **A Cover Letter.** This includes **your name, contact details**. Please also provide a brief description of your experience and suitability AND tell us how your values and practice align with our purpose, values and charter (max 1 page).
2. **Your “claim” for the position.** The selection criteria are located below the How to Apply section (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 maximum 4 pages.
3. **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 (max 4 pages).
4. **Referees.** Please provide the name, mobile phone number and email address of at least two professional referees who can comment on your past work responsibilities and performance. A current or recent Principal should be included if possible. If you are successful in gaining an interview, we will ask your permission to contact your referees.

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 Giovanni Vilella, Manager People and Culture,
gvillella@weaillawarra.com.au.

Please be sure to include everything from the “How to Apply” checklist.
Last date for receiving applications is 11.59pm Thursday 21 March 2024

Interviews may be undertaken upon receipt of application.

SELECTION CRITERIA

Please use the below section criteria to provide your responses to your "claim" for the position.

Leads Campus Implementation of the School Vision

- Embodies and enacts the school mission, vision and values.
- Communicates a clear vision and improvement plan for the campus.
- Plans and delivers a strategic approach to embedding 'The Novo Way.'
- Models and promotes 'learning for life' within the campus and the community.
- Inspires and motivates their people.
- Holds high standards for every learner- students, staff and self.
- Contributes to the ongoing development of the school vision.
- Communicates regularly with school executive to ensure campus alignment with school vision and process.
- Contributes to the Annual School Report

Leads Performance and Development of Staff

- Leads an effective multi-disciplinary team.
- Communicates clear expectations for behaviour and performance.
- Leads the growth and development of teachers and SLSOs using Active Role Descriptions, Development Stages, PDP, 1:1 check ins (minimum fortnightly)
- Manages performance issues.
- Models effective personal and professional wellbeing strategies
- Leads professional learning for campus staff, and at times, all school staff.
- Collaborates with LTL to plan and deliver Community of Practice initiatives.
- Leads policy compliance.
- Approves leave and travel (within delegation), arranges cover for absences.

Leads Engagement, Growth and Support of Students

- Leads enquiry and enrolment procedures at the campus, referring for additional consults, assessments, and information, as necessary.
- Lead student transition planning
- Monitors attendance and engagement, coordinating supportive systems for intervention when required.
- Works with Leader of Health & Wellbeing (LHW) to initiate responses for students with suspected risk of harm.
- Encourages active engagement and strong student voice.

Leads with Professionalism

- Behaves with integrity underpinned by moral purpose.
- Seeks positive solutions to challenges in collaboration with others.
- Regularly seeks feedback, reviews their practice and implements changes in their leadership.
- Models and leads ethical processes and restorative practices to manage conflict.
- Utilises inclusive language and Relationship Practice in daily interactions.
- Takes responsibility for own professional learning.
- Work flexibly in accordance with the demands of the role

Leads Teaching & Learning at their Campus

- Works with the Leader of Teaching & Learning (LTL) to embed the school's vision, systems and processes campus for teaching and learning.
- Creates a culture of positive challenge, growth, and support.
- Monitors implementation and compliance of teaching and learning programs, adjustments, and annotations, ASDAN, and academic reporting
- Leads teaching teams to develop personalised learning journeys for each student.
- Utilises systems and data to monitor student improvement.
- Models teaching using evidence-based methods.
- Leads Positive Behaviour Support including Tier 1, Tier 2, and Tier 3 interventions at the campus.
- Provides opportunities for collaborative planning, monitoring, and reviewing effectiveness of learning.
- Oversees campus records, including Sentral, and leads the development of staff Sentral practice.
- Develops an effective campus timetable.

Leads Operations at their Campus

- Has overall responsibility for duty of care of, and supervision for, all students at all times
- Coordinates the day-to-day administration, operations, and communication at the campus.
- Fulfils all child safety obligations incl. risk of harm, breaches of professional conduct, allegations of reportable conduct, and leading staff to meet child safety standards.
- Manages overall campus risk (e.g., excursions, WHS)
- Oversees cocurricular activities ensuring T&L connection and effective risk management.
- Co-leads induction of new staff (with HR and Executive)
- Leads campus celebrations.
- Manages campus budget, allocates and monitors expenditure.
- Conducts daily morning briefings, chairs weekly staff meetings and structures weekly student support meetings.
- Manages relationship with property owners/representatives in keeping with hire/licensing agreements.
- Manage critical incidents with real-time communication to executive.

Engages and Works within the Community

- Promotes and advocates for Novo in the local community.
- Proactively builds connections with schools, services, and organisations to enhance resources and meet enrolment targets.
- Networks with colleagues locally, systemically and within the broader education community
- Collaborates effectively with parents/carers, fostering excellent relationships.

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 <https://ocg.nsw.gov.au/working-children-check>

NSW Police Check

For positions at our Nowra Campus, which is located on the premises of our partner organisation PCYC, it is a mandatory requirement to submit results of the National Criminal History Check and identification documents to PCYC in order to work regularly on their premises. 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. For information please see here: https://www.police.nsw.gov.au/online_services/national_police_check

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>.

Use of Private Motor Vehicle

From time to time you may 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.

THANK YOU FOR YOUR INTEREST IN NOVO EDUCATION SPACE





YOU CAN'T GO BACK AND CHANGE
THE BEGINNING, BUT YOU CAN
START WHERE YOU ARE AND
CHANGE THE ENDING