

## YMCA POSITION DESCRIPTION – HEAD OF CAMPUS

Position Title	Head of Campus		
Group	YMCA Social Impact (Y-Care South East Qld Inc.)		
Modern Award:	Award Free		
Classification Level:	Award Free		
Position Status	Contract / Permanent Full-Time	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to:	Principal, or other person, who may from time to time be nominated		
Supervises:	N/A		

### Industry Sector

As the Social Impact arm of the YMCA, Y-Care, trades as YMCA Social Impact and exists to serve people in our community who are disadvantaged. Social Impact's programs each operate in different areas but share the common theme of assisting people overcome the challenges they face in body, mind and spirit. Services and programs managed by Social Impact fall under the following 5 focus areas: Youth and Education, Healthy Futures, Community Housing, Disability and Social Enterprise. The YMCA Vocational School operates under the Youth and Education focus area.

### Position Summary

This position is responsible for managing the day to day operation of a YMCA Vocational School Campus to achieve agreed student outcomes in line with the strategic direction, philosophy, and educational practice established for the School.

### Duties and Responsibilities

#### 1. IMPLEMENTATION OF STRATEGIC DIRECTION

- 1.1 Support and lead the delivery of school improvement processes with respect to the School's academic, wellbeing and vocational pillars and subsequent development of related policies, procedures and practices;
- 1.2 Support the Principal in implementing the strategic direction of the school, with a particular focus upon the development and implementation of student wellbeing, academic and vocational practices to satisfy student outcome targets;
- 1.3 Work with the Principal and other Heads of Campus to review, and as required amend, the School's policy, practice, and philosophical development.

#### 2. LEADERSHIP

- 2.1 Manage the day-to-day conduct, performance and operations of the Campus;
- 2.2 Develop and mentor teachers / youth workers in their classroom practice, including the integration of the School's wellbeing philosophy and vocational framework;
- 2.3 Oversee the delivery of wellbeing and academic programs through each of their development phases: concept, design, commissioning and reporting;
- 2.4 Maintain a strong connection between the Campus and other Campuses and Y-Care programs, looking for opportunities for service integration.

#### 3. FINANCIAL MANAGEMENT

- 3.1 Monitor the Campus' funding and expenditure against budget targets, report as required, ensuring corrective action is taken when targets are not met;
- 3.2 Work with the Principal to assist the preparation of annual budgets for the Campus;
- 3.3 Maintain an understanding of Federal and State Government funding arrangements to ensure that both Campus student files and recording of student census data is sufficient to pass any audit;
- 3.4 Identify Campus funding applications to enhance the delivery of vocational, student wellbeing and academic programs and ensure grant targets are met;
- 3.5 Ensure compliance with all government agencies in respect to reporting, funding and utilisation of such funding;

and;

- 3.6 Support the Principal in the implementation of strategies to ensure both student census targets are met and adherence to the Attendance Policy and Attendance Support Plan is maintained.

#### **4. PROFESSIONAL DEVELOPMENT AND SUPPORT**

- 4.1 Provide timely reports for the Principal and the school to monitor and manage student attendance, academic and vocational performance, and student engagement;
- 4.2 Participate and contribute to the ongoing review of all school policies as to their effectiveness per campus and whole school;
- 4.3 Ensure the efficient and effective coordination of related to parent and teacher interviews; production of student reports; and maintenance of student records as per legislative / accreditation requirements and YMCA / Y-Care policies;
- 4.4 Adhere to the framework developed to manage all risks related to the function of the Campus and;
- 4.5 Adhere to appropriate governance delegations and authorisations.

#### **5. HUMAN RESOURCE MANAGEMENT**

- 5.1 Manage the induction, appraisal and professional development plans for Teaching staff and support staff in accordance with policy;
- 5.2 Ensure that performance management practices are managed and maintained, including the timely conduct of staff appraisals, and the conduct of probationary reviews;
- 5.3 Ensure the appropriate and proficient reporting, escalation and or consultation with Human Resources and the Principal, regarding any employee conduct related issues / incidents, policy breaches, employee performance and or disciplinary matters;
- 5.4 Coordinate recruitment processes in accordance with YMCA policy, ensure all screening measures are completed and the provision of compliant and appropriate documentation to human resources;
- 5.5 Ensure the provision of professional supervision and produce professional development plans; and appraise performance;
- 5.6 Ensure that appropriately qualified teaching staff and support staff are available, to provide the teaching of all classes in accordance with the campus timetable;
- 5.7 Engage and coordinate an appropriate level of support staff, supply staff, practicum students and consultants as per school policy, staffing plan and budget parameters in order to operate the campus;
- 5.8 Achieve and maintain a level of Campus staff engagement that is consistent with YMCA organisational values and Y-Care staff culture;
- 5.9 Manage, develop and coordinate Team Teaching and Staff Mentoring practice;
- 5.10 Select and meet with your professional supervisor as per School policy and ensure that all Campus staff are supported by a professional supervisor as per school policy.

#### **6. STUDENT MANAGEMENT**

- 6.1 Ensure that the delivery of all teaching, lessons and the curriculum aligns with all legislative requirements, regulations and standards;
- 6.2 Ensure the creation and delivery of lessons by all staff is conducted in accordance with the School's guidelines and tailored to the needs of each student so that students are engaged and able to maximise their learning outcomes;
- 6.3 Ensure the effective and compliant recording of student academic outcomes aligns with all legislative requirements, regulations and standards;
- 6.4 Ensure the effective and compliant enrolment and induction of all students invited to enrol at the School;
- 6.5 Lead and promote appropriate engagement practices with students through assemblies and providing classroom supervision as required;
- 6.6 Manage all student behavioural incidents, including reporting against the YMCA's Safeguarding Children Policy and ensuring that contact with parents and/or caregivers is made by a School leader;
- 6.7 Ensure the coordination and development of tailored educational plan for each student within one (1) month of enrolment;
- 6.8 Manage and coordinate parent and/or caregiver engagement practices, including the conduct and delivery of parent information evenings;
- 6.9 Manage student and parent and/or caregiver complaints and conflict and take relevant action in accordance with policy and procedure;



- 6.10 Ensure the efficient delivery of all lessons as per the Campus timetable;
- 6.11 Teach lessons as per the Campus timetable and or Provide Teaching in a relief capacity as required.

## **7. COMMUNICATIONS AND ADVOCACY**

- 7.1 Build and manage effective relationships and connection between other Y-Care / YMCA of Brisbane Programs and the wider YMCA;
- 7.2 Actively lead measures that will strengthen the profile and participation of the YMCA School in appropriate educational and Government forums and networks;
- 7.3 Advocate on behalf and for young people in community planning committees where appropriate and needed and;
- 7.4 Ensure the development, implementation, and maintenance of a strong referral network to ensure that enrolment targets and student community profile are met.

## **Safeguarding Children**

### **8. SAFEGUARDING CHILDREN REQUIREMENTS**

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

#### Child-Facing Roles

- 8.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 8.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 8.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 8.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 8.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 8.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 8.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 8.8 Participate in safeguarding children and young people training as directed.

#### Non-Child-Facing Roles

- 8.9 Participate in safeguarding children and young people training as directed;
- 8.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 8.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 8.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 8.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 8.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

## **General**

### **9. GENERAL REQUIREMENTS**

- 9.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 9.2 Comply with all Policies and procedures;
- 9.3 Maintain confidentiality of all YMCA information, records and files;
- 9.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 9.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 9.6 Any other duties as determined by the Chief Executive Officer as required.



## Health and Safety

### 10. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 10.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 10.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 10.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 10.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 10.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 10.6 Properly use equipment, including any relevant safety equipment or devices;
- 10.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 10.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 10.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 10.10 Make suggestions for improvements to health and safety practices within the workplace;
- 10.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 10.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

## Key Physical Requirements

1. Walking / standing – Frequent
2. Sitting – Frequent – Constant
3. Squatting/ bending/ kneeling – Occasional
4. Working outdoors – Occasional
5. Fine motor skills (keying, typing) – Frequent
6. Gross motor skills (e.g. setting up, packing up) – Occasional
7. Lifting/carrying up to 10kg – Occasional to Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

## Position Requirements / Selection Criteria

### Essential:

1. Current Registered Teaching Qualifications, Post Graduate qualifications in Education and/or Educational Leadership;
2. Significant and successful leadership experience in a Secondary Educational setting;
3. Demonstrated knowledge of the educational challenges facing disengaged young people and the innovative methods needed to help them achieve wellbeing, academic and vocational outcomes;
4. Ability to communicate effectively with students including the use of appropriate interpersonal skills and the ability to plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a supportive learning environment;
5. Demonstrated strategic thinking and analytical skills and the ability to use those to influence the educational agenda for disengaged young people;
6. Demonstrated experience in giving and receiving feedback in relation to both teaching performance and program delivery effectiveness;
7. Ability to manage effectively staff to deliver high quality organisational outcomes;
8. Demonstrated capacity to develop and maintain an organisational culture based on Y-Care staff enable culture and YMCA mission and values;
9. Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
10. Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
11. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.



**Desirable:**

1. Experience in the delivery of art and cultural and sport and recreation program and VET Courses;
2. Hold a Cert IV in Training and Assessment.

**Approval**

Date Position Description Revised:	October 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

