



# Learning Facilitator (Teacher)

## Position Information Document

<b>Position:</b>	Learning Facilitator (Teacher)
<b>Responsible to:</b>	Curriculum Lead
<b>Location:</b>	Compass Catholic Community 8 Mitchell Street, Davoren Park SA 5113
<b>Fractional Time:</b>	1.0 FTE
<b>Salary:</b>	As per the South Australian Catholic Schools Enterprise Agreement 2020
<b>Tenure:</b>	Permanent
<b>Commencement Date:</b>	Monday 20 <sup>th</sup> January 2025 (Week 0, Term 1, 2025)

## Context

Compass Catholic Community is a fee-free senior secondary school for young people aged 17-24 who have not thrived in mainstream schooling, and are looking to reengage with their education. Since opening in 2022, we have continued to grow in our student numbers and iterate the offerings to our community.

Our students engage in personally meaningful and deliberately purposeful project-based, co-created learning, working towards their educational goals, including South Australian Certificate of Education (SACE), Vocational Education and Training (VET) and other Key Capabilities growth. This is towards the ultimate goal of increasing student agency, and working with students as they develop skills to live a life that is meaningful to them.

Compass Catholic Community is a part of The Northern Adelaide Education and Community Services Village, which seeks to be a welcoming, inclusive and meaningful place for the Northern region. Our vision and mission are in alignment with the vision and strategic direction of Catholic Education SA and the *Living, Learning and Leading Framework*.

## Broad Purpose

The Learning Facilitator is a hands-on facilitation and teaching role and is part of the Compass broader team who work to facilitate student learning and engagement. This is done in partnership with the Curriculum Lead, the Learning Supporters (Youth Workers) and all other staff at Compass Catholic Community. You will work directly and regularly with a small group of 12 students to co construct curriculum and guide learning journeys. In addition, you will deliver direct instruction, project-based learning opportunities and workshops to the whole student body.

This role involves delivery of SACE specific subjects, VET and Key Capabilities curriculum. Working individually with students, in small and medium sized groups, the position is crucially focused on keeping the students' learning goals at the centre of both individual and group learning.

You will:

- Plan learning experience and programs with students and other staff;
- Facilitate, deliver and assess learning experiences in line with SACE and VET outcomes;
- Maintain a positive learning environment, supporting and supported by the Wellbeing Framework;
- Work with, and care for, a group of 12 students aged 17-24, supporting them and facilitating their learning experiences;
- Support all staff and students at Compass Catholic Community to build the culture and environment of the school community.

All staff are expected to support the aims and philosophy of Compass Catholic Community by your conduct and interactions with the school community, and by being an example of Christian values. Further, as part of this role, you are expected to perform other duties that occur within schools, such as attend staff meetings, participate in reasonable out of school hours events, and other required activities.

## Key Working Relationships

- Curriculum Lead
- Principal
- Students and potential students
- Other teaching staff
- Support staff
- Partnerships Lead
- VET Providers
- Significant people for students

## Key Duties and Responsibilities

### Teaching and Learning

The Learning Facilitator will:

- Plan learning experience and programs with students and other staff. This will look like:
  - Working individually with students to develop short, medium and long term goals, and co planning learning experiences to develop necessary skills;
  - Working in teams with students to support and facilitate learning outcomes;
  - Working with other staff to plan workshops and other learning experiences for young people to participate in.
- Facilitate, deliver and assess learning experiences in line with SACE and VET outcomes. This will include:
  - Working collaboratively with staff and students to ensure SACE requirements are met;
  - Delivering VET qualifications (Training to be provided).
- Work with, improve upon and implement the curriculum framework for Compass Catholic Community, and continually review and refine this framework as students interact with it. This includes:
  - Ensuring that it is student focused, co-created and provides for meaningful learning outcomes;
  - Enacting an assessment framework that allows for all student achievement and work to be assessed and credentialed as it is created, building towards broader outcomes for students.
- Working with individual students to create Learning Profiles and Plans that outline their learning journey through Compass, focusing on short, mid and long term goals, including:
  - SACE;
  - VET;
  - Wellbeing;
  - Key Capabilities;
  - Future plans and goals.

- Deliver learning needs assessment tools and practices during enrolment processes, and ongoing learning experiences, that create more knowledge and opportunity for student and staff alike, including:
  - Creating Learner Profiles and Plans;
  - Working with external experts as required;
  - Ensuring NCCD data and processes are created and complied with.
- Assist in the development and sharing of learning resources including teaching materials, workshop plans, activities and other resources;
- Participate in frameworks and systems for student progress reporting that are meaningful, authentic, and speak to students' individual plans, strengths and progress;
- Be committed to and undertake personal and professional learning to implement innovate practice, to enhance student outcomes;
- Keep abreast of significant curriculum development and work with the team to make changes to programs and pedagogy;
- Meet assessment and reporting timelines set by Compass.

### **Spiritual Life of the School**

The Learning Facilitator will support the Principal in:

- Ensuring the Catholic ethos and core values permeate all aspects of the students' activities in the school;
- Supporting the Catholic faith of the school;
- Demonstrating faith as an integral part of the mission of Compass Catholic Community;
- Providing students with meaningful faith formation and religious experiences.

### **Wellbeing**

The Learning Facilitator will support the Principal, and work in conjunction with all staff to:

- Build, embed and live out the Wellbeing Framework development, and implementation at Compass;
- Provide support to students in a one on one and group setting;
- Assist students to access and interact with external professionals as needed;
- Work with, and care for, a group of 12 students aged 17-24, supporting them and facilitating their learning experiences.

## Other Duties

- Work as part of the inaugural team of Compass Catholic Community to build culture, capacity and structures as the school takes shape;
- Complete administrative tasks accurately and on time;
- Undertake any supervision required for the wellbeing and education of students diligently;
- Attend staff meetings, and all other meetings as required;
- Maintain high standards of professionalism;
- Be willing to participate in all aspects of Compass Catholic Community life, and have the ability to develop positive relationships with students, caregivers, colleagues and the wider community;
- Undertake other duties as determined by the Principal.

## Qualifications and Experience

The Learning Facilitator will have:

- Experience with and passion for working with young people in supportive, positive and professional ways;
- An appropriate Education qualification and full registration with the Teachers Registration Board of SA;
- Teacher Accreditation in Catholic Education SA (including completion of the Grad Cert in Catholic Education within 5 years of appointment);
- An understanding of and experience in areas of SACE integrated and cross curriculum subjects, as well as EIF and AIF (PLP and Research Project);
- Proficiency in the use of computer systems and software, including the Microsoft Office Suite and SEQTA (or equivalent education software).

## Personal Qualities

The Learning Facilitator will demonstrate:

- High levels of skill in working with students who have disengaged from mainstream learning and employment environments;
- Ability to collaborate in an educational environment that is innovative, and focused on continuous improvement with students at the centre of the work;
- Ability to work, lead and thrive in an 'alternative' learning environment, working effectively as a team;
- Ability to meet management and administrative requirements of the school, including WHS, reporting and financial management;
- Highly developed written, verbal and interpersonal communications skills, with the ability to interact with a variety of people from diverse backgrounds and experiences and work as part of a multi-disciplinary team.

## Professional Responsibilities and Requirements

### Acquire and maintain

- Full South Australian Teachers Registration;
- Working with Children Check clearance;
- Hold current certification in Responding to Abuse and Neglect in Education and Care;
- Adherence at all times to the *Protective Practices for staff in their interactions with Children and young people*;
- First Aid Training;
- Teacher Accreditation in Catholic Education SA;
- A current driver's licence.

## **Work, Health and Safety**

This role is deemed to be a worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a worker, while at work you must:

- Take reasonable care for your own health and safety;
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons;
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer;
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*(Reference: Division 4, Section 27 and 28 WHS Act 2012)*

## **Other Professional Responsibilities**

- Have a commitment to participate to activities that both support and develop Compass's Catholic ethos and that of the Catholic Church;
- Participate in performance review processes as required;
- Actively contribute to professional preparation and development days as required;
- Adhere to the Code of Conduct for staff employed in CESA Schools;
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at Compass;
- Support SACCs and Compass Catholic Community policies and procedures;
- Ensure that confidential information is handled appropriately;
- Be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity.

## **Additional requirements for this role include:**

- Attendance at staff meetings, briefings, student interviews, community nights and other agreed professional activities in accordance with the current SA Catholic Schools Enterprise Agreement;
- Contribution of time to 'Curriculum Extension Activities' in accordance with the current SA Catholic Schools Enterprise Agreement.