



bestchance is the operating name of Child & Family Care Network Inc.

POSITION DESCRIPTION

Position Title: Program Leader Primary Education

Reporting to: Deputy CEO / Client Services Manager

Location: Cheshire School
(The Frank W. Cheshire Education Centre)
583 Ferntree Gully Road, Glen Waverley 3150

Date: July 2008

Purpose:

To further develop and manage **bestchance** Cheshire School in a way that positively contributes to the organisation's achievement of its vision to provide an educational environment that empowers children with social, emotional and/or learning difficulties to succeed.

Objectives:

- To lead and work collaboratively with a small multi-disciplinary team of professionals to provide a curriculum and learning environment that is responsive to the needs of all students and supportive to their families.
- To create an environment that supports the social, emotional and academic needs of all students, ensuring a successful re-integration into mainstream school through solution based, family centred practice.
- Coordinate and oversee the administration structures required within the school to ensure a cohesive and responsive school environment.
- To manage and operate the Cheshire School intervention program as part of an integrated and diverse range of services within **bestchance** Child Family Care.

Responsibilities / Key Tasks:

The Learning Environment:

1. Guide and assist teachers to maintain a safe, supportive, creative and hands on learning environment that is challenging, rewarding, pursues excellence, addresses the needs of students and is focussed on assisting students to re-integrate into mainstream or appropriate alternate schooling.
2. Facilitate referrals, intakes and student trials in conjunction with the school Counsellor and class teachers.

3. Assist in the identification of the social, emotional and academic needs of students and facilitate professional discussions that broaden staff understanding.
4. Ensure the preparation of outcome-focused work programs, and the development of individual education plans.
5. Provide support within the classroom to manage students' behaviour and provide supervision of students on an in-school suspension.
6. Consult and liaise with other agencies or services that may be involved with students.
7. Assist families to find appropriate mainstream schools. Manage the children's transition process to re-enter mainstream schools or appropriate alternative settings. Assist in maintaining an open communication with other schools, consultants and agencies to ensure a positive integration or re-integration process.
8. Provide a follow-up and ongoing support to past students as required.
9. Market **bestchance** Cheshire School to increase and sustain student numbers at capacity of the facility (24 students) as students move in and out from term to term.

Staff and Resources:

10. Manage staff and resources, conducting teacher de-briefing and supervision as necessary. Monitor staffing levels and the allocation of staff responsibilities.
11. Facilitate the development of the school timetable to achieve an optimal balance between teaching and learning methodologies and available resources.
12. Facilitate regular staff meetings to ensure that the identified needs of students and teachers are being met.
13. In association with the Deputy CEO / Client Services Manager, co-ordinate and facilitate regular staff appraisals.
14. Encourage, support and, as appropriate, implement professional development activities for staff.
15. Ensure that an appropriate induction program is conducted for new temporary and permanent staff, volunteers and work experience students.

Administration and integration with the wider organisation:

16. Oversee the administrative structures and procedures to ensure the efficient operation of the school on a day to day basis.
17. In cooperation with Client Services' project staff and other Cheshire staff, maintain on-going review of policies, procedures, manuals and supporting documentation to ensure that procedures and processes meet accountability requirements of regulatory bodies and the organisation.
18. Maintain relationships with the Association of Independent Schools Victoria, attending meetings as required.
19. Prepare and submit all the required data and applications to meet accountability and funding requirements.
20. Contribute to the organisation's strategic budget planning process and, in conjunction with the Deputy CEO / Client Services Manager and the organisation's finance staff, manage resources and financial performance within agreed budgets.
21. Prepare and submit management reports as required by the organisation, attend Program Leader co-ordination meetings and, along with Cheshire staff, attend and contribute to other **bestchance** Child Family Care staff meetings and activities.

22. As and when the need is evident or as directed, undertake additional duties and/or provide assistance to other staff consistent with the role previously described.

Performance Indicators:

- Students placed in mainstream or appropriate alternate schools at the end of the specified intervention period.
- Ensure the timely completion of all required assessment, funding applications and government requirements
- Progress in building and maintaining enrolments at capacity while also maintaining stability of the general learning environment of the school.
- Management of resources and financial performance within agreed budgets.
- Relationships with regulatory and funding bodies, other relevant external organisations, families of Cheshire School students and other programs within bestchance Child Family Care.
- Manage and support the Cheshire team in a manner consistent with the policies and procedures of bestchance.

Selection Criteria:

- Knowledge of and ability to apply cognitive behavioural strategies and a consequence based system of behaviour management.
- Proven ability to work as part of a multi-disciplinary team, ideally with experience in a senior role.
- Knowledge of child development and children's learning styles and behaviour management strategies.
- Strong assessment skills – academic, cognitive and behavioural/social.
- Multi-tasking – flexible and adaptable and able to manage and prioritise multiple and varied tasks.
- Experience working with children who have experienced trauma and / or present with a range of psychological disorders.
- Personality – flexible, passionate and dedicated, strong leadership skills, ability to establish rapport with children and families.
- Strong advocate for children with social / emotional difficulties and their families within the educational system.
- Ability to respond to crises in a calm and solution-focused manner.
- Excellent professional written and verbal communication.
- Post-graduate qualification in psychology and/or special education with teaching experience, particularly with primary children with social and emotional difficulties.
- Current registration with the appropriate professional registration board.
- Current knowledge of VELs within a mainstream classroom.
- Experience in providing professional development support for teachers.
- Proven recent experience in curricula and policy development.
- Proven ability to work independently and in a team environment.

Organisational information:

Please see www.bestchance.org.au for further information about **bestchance** Child Family Care.

bestchance is an equal opportunity employer and has a smoke free environment in its buildings and motor vehicles.

Conditions:

This is a full time position, nominally working Monday to Friday from 8.30 am to 4.30 pm with ½ hour daily lunch break, a total of 37½ ordinary hours per week. The responsibilities of the position require some mutual flexibility as to actual working times. There is no provision for paid overtime but, with your Manager's prior approval, time worked in excess of agreed ordinary hours may be compensated with time off in lieu.

Employment conditions are as specified in the *CFCN Collective Employment Agreement*. This Agreement provides for 5 weeks of Annual Leave (without leave loading) after each year of employment. In this position, Annual Leave is to be taken during school holidays.

Commencement of employment is conditional upon a satisfactory police records check and confirmation that you hold or have applied for (at a cost to you of \$73.90) a Victorian *Working With Children Check*. Positions covered by the *CFCN Collective Agreement* at **bestchance** are subject to a six months qualifying (probationary) period.

The gross salary offered on commencement will be around \$64,000 per annum which, with tax-effective salary-sacrifice arrangements available for employment in Public Benevolent Institutions, equates to an "unpackaged" gross of around \$70,000 per annum. Including superannuation, the total package value exceeds \$75,000 in a non-PBI organisation.

A canteen on premises operates during School Terms and there is ample off-street parking. **bestchance** limits smoking to specific outdoor areas and does not permit smoking in its vehicles.