

# Learning Facilitator (Teacher)

## Position Information Document



Location	Compass Catholic Community 8 Mitchell Street, Davoren Park SA 5113
Responsible to	Lead Coach: Learning and Community
Commencement	Monday 19 <sup>th</sup> January 2026 (Week 0, Term 1, 2026)
Tenure	Permanent
Fractional Time	1.0 FTE
Salary	As per the current South Australian Catholic Schools Enterprise Agreement

## Compass Catholic Community's Vision and Intent

A Catholic community of courage, hope, faith, love, and compassion. A space that is safe, both physically and psychologically. A place where we facilitate the doing of hard things. An environment of unrelenting love and respect, because we all matter absolutely. A people on the path to living a life that is meaningful to them, through agency, engagement, and connectedness.

## Broad Purpose

The Learning Facilitator is a hands-on facilitation and teaching role, and is part of the Compass team who work to facilitate student learning, attendance and engagement. This is done in partnership with the Lead Coach: Learning and Community, Wellbeing Lead, Wellbeing Coordinators, Learning Supporters, Inclusive Practice Coaches and all other staff at Compass Catholic Community. Collaboration is a key piece of this role, centring students in all areas.

This role works directly, daily and in a side by side way with 12 students to co construct curriculum and guide learning journeys. In addition, this role delivers Guided Learning Directions and other curated learning opportunities to the whole student cohort, with a growth intent and following The Compass Way. This role involves the facilitation of SACE specific subjects, VET and micro credentialling the Key Capabilities curriculum.

The Learning Facilitator will:

- Plan Learning Directions, learning experiences and programs with students and other staff, following The Compass Way and the Compass Wellbeing Framework
- Facilitate, deliver and assess learning experiences in line with SACE and VET outcomes
- Work with, and care for, 12 students, aged 17-24, supporting them and facilitating their learning experiences

All staff are expected to support the aims and philosophy of Compass Catholic Community by their conduct and interactions with the school and broader community, and by being an example of Christian values. Further, as part of this role, there is the expectation 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

This Role reports to the Lead Coach: Learning and Community, through the Curriculum Coach, and works closely with:

- |                                     |   |
|-------------------------------------|---|
| • Wellbeing Lead                    | • Early Years Team                                  |
| • Wellbeing Coordinators            | • All Operations staff                              |
| • Inclusive Practices Coaches       | • Partnerships Lead                                 |
| • Students                          | • VET providers                                     |
| • Parents/Caregivers as appropriate | • External student supports                         |
| • Learning Supporters               | • Relevant Catholic Education Office and CESA Staff |

# Key Duties and Responsibilities

## Teaching and Learning

The Learning Facilitator will:

- Plan Learning Directions, learning experience and programs with students and other staff, with a daily shared intent. This will look like:
  - Working individually with students to develop short, medium and long term learning intents, 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 offerings 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;
  - Supporting the delivery of VET qualifications as needed (Training to be provided if appropriate).
- Work with, improve upon and implement the curriculum framework for Compass Catholic Community outlined in The Compass Way, 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.
  - Ensuring that it is an activating, uplifting curiosity, coaching and validation as per the Compass Wellbeing Framework
- Working with individual students to create Learning Passports and Journeys that outline their learning experience through Compass, focusing on short, mid and long term learning intent, including:
  - SACE;
  - VET;
  - Wellbeing;
  - Micro credentialed Key Capabilities;
  - Future plans and goals.

- Deliver learning needs assessment tools and practices that create more knowledge and opportunity for student and staff alike, including:
  - Creating Learner Passports and Journeys;
  - Working with external experts as required;
  - Ensure that NCCD adjustments are entered in a timely, accurate and appropriate manner
- 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.

## Wellbeing

The Learning Facilitator will:

- Uplift, implement and live out in your practice The Compass Way and the Compass Wellbeing Framework development. This will look like:
  - Implementing and demonstrating key pieces of IMPACT training, such as safe base, unconditional connection and play play play.
  - Participating in professional development as required
  - Having a growth focused intent in all work with young people and colleagues
- Provide support to students in crisis and difficulties, with support from the Wellbeing Team;
- Assist students to access and interact with external professionals and supports as needed, including supporting them by travelling offsite
- Work with, and care for, 12 students aged 17-24, supporting them and facilitating their learning journey supporting students wellbeing for learning.
- Monitoring, uplifting and intervening for increased attendance and engagement in learning at 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, both through daily interactions and planned opportunities

## Other Duties

- Work as part of the team at Compass Catholic Community to uphold culture, build capacity and iterate structures
- Work collaboratively with colleagues on the completion of Growth Action Plans (GAPs) and other intentional planning for students
- Complete all administrative tasks accurately and on time.
- Undertake any supervision required for the wellbeing and education of students diligently.
- Plan and participate in activities as rostered, including after school activities, and breakfast
- Be committed to and undertake personal and professional learning to implement innovative practice to enhance student and school outcomes
- Complete all administrative tasks accurately and on time.
- Participate in CESA and other external networks, programs, opportunities, and working groups as required
- Participate in any staff-related initiatives implemented by Compass, including mentoring, Communities of Practice and Reflective Coaching
- 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 with authenticity
- 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 ways that have a growth intent, are professional and align with The Compass Way
- High levels of skill and experience working with students who have disengaged from mainstream learning and employment environments
- An appropriate Education qualification and full registration with the Teachers Registration Board of SA
- Teacher Accreditation in Catholic Education SA (as defined by CESA) 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
- 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:

- 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;
- Willingness to engage in professional relationships with authenticity and openness
- 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.
- High level of organisational skills, with a proven ability to plan strategically, solve problems, prioritise tasks, meet deadlines and ensure attention to detail
- Commitment to ongoing professional development, continuously seeking opportunities to enhance skills and knowledge in inclusive practices and alternative education

## Professional Responsibilities and Requirements

- Demonstrate a commitment to participate in activities and practices that support and develop Compass' Catholic ethos
- Adhere strictly to the Code of Conduct for Staff employed in CESA schools
- Comply with the requirements of the Privacy Act, ensuring the protection of personal information
- Understand and act in accordance with the South Australian Commission for Catholic Schools (SACCS) policies, as well as Compass' own policies, guidelines and procedures
- Attend and participate in all meeting as required
- Carry out all delegated responsibilities with professionalism and diligence
- Demonstrate an understanding and commitment to the Compass Wellbeing Framework, and the elements of the IMPACT training
- Participate in performance review processes as required;
- Be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity.

### Acquire and maintain

- An appropriate Education qualification and full registration with the Teachers Registration Board of SA;
- Teachers Accreditation in Catholic Education SA
- 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;
- A current drivers 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)*

**Please note:** This position information document indicates the general nature and level of work performed by the person in this role, and is not a comprehensive listing of all responsibilities, tasks and outcomes.