

QUAKER ADVISOR



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| POSITION HOLDER: | Vacant |
| SECTION: | Early Learning to Year 12 |
| POSITION REPORTS TO: | Principal |
| REPORTS TO POSITION: | Nil |
| CLASSIFICATION: | The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification TFS Level 10 |
| STUDENT CARE: | Yes |
| PERIOD OF APPOINTMENT: | One year contract from 1 January 2025 – 31 December 2025 with an option to extend by mutual agreement |
| HOURS PER WEEK: | 15.2hrs per week plus 30 minutes unpaid break |

P U R P O S E

The role of the Quaker Advisor is to support the Principal, the Gathering Advisors and the staff at the school in maintaining and further developing a strong Quaker ethos.

P R I M A R Y D U T I E S

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Building and maintaining links between the School and the wider Quaker community
- Supporting the work of the Quaker Values Committee and maintaining connections between this committee and the School.
- Developing and delivering induction courses for new staff on Quaker history, practice, thought and theology.
- Developing a program of learning for interested staff and community members on Quaker practice and pedagogy, and Quaker approaches to spirituality.
- Supporting the Gathering Advisors to develop their practice.
- Supporting the practice of Gatherings at the school including engaging students in the planning and delivery of Gatherings.
- Supporting the School and its leaders, including student leaders in understanding and implementing Quaker decision making practices.

- In collaboration with the Principal, identifying and inviting interesting Quakers to be Quakers-in-residence at the School - e.g. writers, musicians, actors, activists etc.
- Increasing awareness of the School through The Australian Friend, Regional Meeting newsletters and other Quaker publications in Australia and overseas.
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff.

DELEGATIONS

- Nil
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

KEY RELATIONSHIPS

- Heads of School
- Deputy Heads of School
- Members of the Quakers Values Committee
- Australian Quakers (Religious Society of Friends)
- Quaker Advisor E-8
- Quaker Advisor 9-12
- Colleagues
- Students

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Demonstrated understanding of Quaker approaches to the spiritual development of children and young people, and some experience with Quaker children and Junior Young Friends (JYFs).
3. Demonstrated understanding, or the ability to acquire an understanding of the E-12 curriculum and the ability to integrate these in Gatherings where appropriate.
4. Strong connections with the Australian Quaker community, and demonstrated experience engaging with local, regional and yearly meeting communities.
5. Demonstrated knowledge of Quaker history, thought and theology, and Quaker approaches to teaching, or the interest in this and the ability to acquire it.
6. Demonstrated leadership and ability to engage, influence and inspire stakeholders across a diverse community.
7. The ability to work safely in a school environment and be fit to undertake the inherent requirements of the position.
8. Show strong support for the Purpose and Concerns and ethos of The Friends' School.
9. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description:

Name:

Date:

Signature: