

Diabetes in Schools - Principal Advisory Committee

Expression of Interest

1. Background

Diabetes Australia is calling for Expressions of Interest from school principals, and at least one representative from a principals' association, education department or relevant education associations to join a Diabetes in Schools Principal Advisory Committee. This committee will play a key role by providing advice to ensure that the Diabetes in Schools education, training and support resources, including a principals and schools support package, meets the needs of principals who oversee the management of students with type 1 diabetes while at school.

Principals are acknowledged as the key leaders and change agents within the school sector and it is critical principals from the public, independent and Catholic education sector are engaged in shaping the resources that will address type 1 diabetes management in schools.

The National Diabetes in Schools Program (the Program) aims to ensure that children with type 1 diabetes are supported in managing diabetes while they are at school in a nationally consistent manner. This will be achieved through the development and implementation of:

- a resource package for school principals who are charged with a duty of care to provide appropriate processes and resources to manage students with type 1 diabetes in the school environment
- a targeted, nationally consistent three-tiered education, training and support program for teachers and school staff about the management of children with type 1 diabetes at school, including normalising diabetes management in schools, insulin administration, and hypoglycaemia management
- information and support resources to better support school staff, parents, families, and health professionals

Diabetes Australia is working in collaboration with the Australian Diabetes Educators Association, Australian Diabetes Society, the Australasian Paediatric Endocrine Group, JDRF Australia, schools and the education sector to deliver this program.

The first phase of the Program is now complete. It included a comprehensive needs analysis, a national legal framework review, and stakeholder consultation. The Program is currently in the design phase and Diabetes Australia seeks to establish a Diabetes in Schools Principal Advisory Committee. This committee will provide advice on the development and roll-out of the online education and resource material (including a principals resource package) and the face-to-face training for school staff.

The Principal Advisory Committee will compliment other specialised key stakeholder groups and committees who are also engaged by Diabetes Australia to support this important phase of

the Program. These other stakeholder committees and reference groups comprise of health professionals, education and health sector staff, parents and careers, and diabetes organisations.

The nationally consistent, three-tiered education training program will cover:

Tier 1 - Basic diabetes education/information for all school staff available online;

Tier 2 - Detailed training and education about diabetes management for designated school staff who will be directly involved in supporting students with type 1 diabetes available online and face-to-face;

Tier 3 - Practical and more specific face-to-face training and support for designated school staff that focuses on the individual student and their specific diabetes management plan, including insulin administration.

The Diabetes in Schools Principal Advisory Committee will:

- Provide advice to Diabetes Australia that will assist to develop the stakeholder relevant content and requirements for the three-tier education package and other supporting resources including the principals and schools support package and a duty of care responsibilities resource
- Provide advice on education and training resources regarding their suitability in meeting the needs of stakeholders
- Provide stakeholder specific advice to support the development of a Diabetes in Schools digital portal. .

Expression of Interest applications should be submitted to the Diabetes in Schools Team at schools@diabetesaustralia.com.au by COB, Sunday 12th May 2019

2. Membership

Up to seven (7) Committee members will be selected based on the required skills and experience set out in Section 3, Qualifications and Attributes.

The Committee will meet at least seven (7) times between May and September 2019. It is expected that two face-to-face meetings will be scheduled, with all other meetings held by teleconference.

It is anticipated that reviewing and providing advice on resource planning, documentation and the website development, in the context of stakeholder needs, will form a major component of work. Members will be requested to contribute approximately one - two hour(s) each week to review material outside of meetings.

Meeting frequency may be adjusted, depending on the requirements of the project and member availability.

It is critical to the project delivery timeframes, that all Diabetes in Schools Principal Advisory Committee members be available for the following meetings*:

Date (2019)	Meeting type	Meeting Time (AEST)	Information
TBC in consultation with committee members	Teleconference	2:00pm – 4:00pm	Introduction & context
	Face-to-face	Full Day Workshop	Determining resources
	Teleconference	2:00pm – 4:00pm	Review of first draft
	Teleconference	2:00pm – 3:00pm	Review of second draft
	Face-to-face	Full Day Workshop	Thorough review
	Teleconference	2:00pm – 3:00pm	Final amendments
	Teleconference	2:00pm – 3:00pm	Sign off on documents

* We require members to commit to attending a minimum of three teleconferences from the dates outlined above and to be available to attend the full day workshops.

* If the requirements of the Principals Advisory Committee are required beyond the initial contract period members may be invited to extend their participation.

* It is expected that members of the Principals Advisory Committee will consult with their relevant jurisdictions and departments when providing advice to the Principals Advisory Committee and Diabetes Australia.

* Diabetes Australia will cover travel costs for face to face meetings, where appropriate.

* Please see Terms of Reference document re: 23 May National Forum.

3. Qualifications and Attributes

We are seeking to appoint up to seven (7) members to the Committee who are willing to represent public, independent and Catholic school principals by assisting to shape a range of resources. We require candidates who will contribute a complimentary variety of skills and knowledge, as outlined below. In addition, we encourage applications from candidates who have experience working in regional, rural and remote communities who have had experience managing children with type 1 diabetes.

We are seeking to appoint:

- Two primary school principals from the public sector
- One secondary school principal from the public sector;
- One secondary school principal from the independent or Catholic school sector
- One primary school principal from the independent school sector
- One primary school principal from the Catholic school sector
- At least one representative from a principals' association, education department or relevant education association

The above candidates should possess the relevant tertiary qualifications, where appropriate. The composition of the group will collectively provide the following skills and experience below.

Essential:

- A comprehensive knowledge of the existing issues and challenges of diabetes management in schools
- Current or recent experience with children, families and school staff regarding the management of type 1 diabetes in the school environment
- Experience in reviewing and developing content for educational material, ideally for online format but not essential.

4. Application Criteria

Please provide details of the following:

1. A cover letter, outlining why are you interested in joining the Diabetes in Schools Principals Advisory Committee (maximum, 1 page)
2. Curriculum Vitae containing
 - a. Contact Information
 - b. Current Employment
 - c. Current Memberships
 - d. Education and Professional Qualifications
 - e. Referees
3. What are your key capabilities, in alignment with the above Qualifications and Attributes (skills / knowledge / experience), you will bring to assist the Diabetes in Schools Program to develop a national training and education program? (500 or less words)

To join the Diabetes in Schools Principal Advisory Committee, please forward your expression of interest to: schools@diabetesaustralia.com.au by COB, Sunday 12th May 2019.

If you have any questions regarding this position, please contact:

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