

Position Description

Position Title	SEDA College Teacher
Department	Operations
Reports To	SEDA College Regional Manager

Overview:

SEDA College is an independent, co-educational Year 11 to Year 12 school.

The SEDA College Board has adopted the SEDA group philosophy, and entered into a contract with the SEDA Group that allows SEDA College to deliver the SEDA model and its curriculum, while providing access to leading Victorian industry partnerships.

The Board chose the SEDA model as the foundation for SEDA College as a result of the model's success in engaging, educating and empowering young people since 2007.

As a school, our aim is to develop an engaging and caring learning environment which fosters the holistic growth of each young person, with a vision to provide a range of pathways to lifelong learning.

SEDA College delivers senior secondary curriculum using an applied learning pedagogy which means hands-on learning happens both inside and outside of the classroom. Through this applied learning model, students have a deeper connection to their education, resulting in enhanced engagement levels.

Students also undertake industry placement and community development project work as part of the program, to develop their work readiness and community awareness.

SEDA College promotes strong relationships between students and staff. The 'one teacher, one classroom' model allows the teacher to know each young person, their personal circumstances and their career aspirations. The teacher works with each student to develop their confidence as learners and skills for life.

Our vision is that students benefit from being exposed to a range of learning opportunities, allowing them to develop their personal and career aspirations.

It is our intention to produce graduates who are confident learners, care for and about others and are optimistic about their future. Our hope is that they will be well-rounded individuals who want to make a difference on both the local and global stage.

What makes for an engaging education? For us, the key component is interest-based learning. The College promotes a model of learning that places the student and their life choices at the centre of everything we do. Young people and their families choose SEDA College because it connects their interest to their education.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

SEDA College Teachers

SEDA College teachers have the autonomy to fully control the quality of the teaching and learning environment and directly impact the outcomes of a small group of students.

SEDA College teachers are afforded a flexible working environment in which they adopt the mindset of a small business owner with the responsibility of preparing their young students with the skills ready for work.

SEDA College teachers have access to the latest educational and industry resources in order to bring the learning experience to life in real life industry settings.

SEDA College teachers are active promoters of the College and contribute enormously to the engagement, retention, completion and attendance levels of the students.

The SEDA College teachers are the key influencer of student’s outcomes, they own and lead class culture, and consistently manage standards and expectations.

SEDA College teachers develop important relationships with sporting partners and community partners to best link students learning outcomes with industry.

SEDA college offers industry leading employment conditions

SEDA College is committed to the following shared values:

- Integrity
- Innovation
- Professionalism
- Collaboration

Position Overview

SEDA College teachers are responsible for facilitation, training and assessment within the Development and Talented Player Programs. The position is based at an approved venue within the local community.

Expectations

THE PROGRAM	
Key Accountabilities	Overview
Program Delivery	<ul style="list-style-type: none"> • Develop and implement the SEDA curriculum. • Provide a safe learning environment for students. • Deliver the program through an applied learning approach. • Provide opportunities for students to engage with industry and apply their knowledge in real life situations. • Monitor student progress and provide appropriate feedback. • Complete required reporting documentation.
Student Career Development Plan	<ul style="list-style-type: none"> • Lead each student through the development of the student development plan, ‘My PLAN’, which is designed to monitor their attainment of skill development milestones throughout the program. • MyPLAN is a crucial element of the SEDA Model. Your role is to drive this plan and actively engage each student in all aspects of their plan. • The plan incorporates: <ul style="list-style-type: none"> - Attainment of curriculum milestones - Attainment of SEDA College core skills - Maintenance of professional standards - Evaluation of SWL - Career and Pathway Plan - Evaluation of Volunteer work <p>*Refer to relevant section of Staff Handbook</p>
Annual industry partner work plans	<ul style="list-style-type: none"> • Execute, evaluate and report on industry partner work plans <ul style="list-style-type: none"> - Schools programs - SEDA Student Ambassadors - Community/Industry Events - Volunteers - Other <p>*Refer to relevant section of Staff Handbook</p>
Student Work Placement	<ul style="list-style-type: none"> • Utilise planning phase to assist students in establishing meaningful work placements • Establish connections with work place supervisors to ensure positive student outcomes • Liaise with work place supervisors quarterly to support the success of the student work placement

	<ul style="list-style-type: none"> - Ensure students attain quarterly, signed reports from work place supervisors for curriculum assessment purposes. <p>*Refer to relevant section of Staff Handbook</p>
Professional Standards	<ul style="list-style-type: none"> • Maintain program professional standards in line with industry expectations <ul style="list-style-type: none"> - Student code of conduct - Student professional presentation
Volunteering	<ul style="list-style-type: none"> • Create a culture within the class where students enthusiastically volunteer their time to add to their skill sets, experience levels and connection with the industry and community. • Teachers are required to monitor these learning experiences and ensure students are keeping a log of their commitments and adding evidence and testimonials to their portfolio each semester.
Social Media	<ul style="list-style-type: none"> • Oversee the quality assurance of class generated social media content • Ensure content highlights key program areas in line with Social Media Plan. <p>*Refer to relevant section of Staff Handbook</p>
MySEDA	<ul style="list-style-type: none"> • Utilise the functions within MySEDA to assist you with the successful delivery of the SEDA program • Utilise functions within MySEDA to access and support the maintenance of student enrolment information, curriculum management and student reporting. • Utilise MySEDA functions for internal and external program communications including management of calendar for parent information and duty of care.
School Based Apprenticeship	<ul style="list-style-type: none"> • Supervise and support SBAT students in the delivery of their position descriptions in line with relevant section of staff handbook.
Child safe	<ul style="list-style-type: none"> • Follow the College policy on Child safe and Mandatory reporting • Adhere to the expectations described in the staff code of conduct
Colleagues	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with SEDA College staff at all levels. • Actively share best practice
Students	<ul style="list-style-type: none"> • Develop and maintain a positive rapport with each student • Understand their individual personality traits, favored learning styles, interests and aspirations.
Parents	<ul style="list-style-type: none"> • Develop strong relationships with parents to establish and maintain consistent expectations between the classroom and students work habits outside. • Adhere to the SEDA College parent communications guidelines. <p>*Refer to relevant section of Staff Handbook</p>
Industry staff	<ul style="list-style-type: none"> • Develop and maintain positive relationships with relevant industry staff to ensure best possible skill development outcomes for students and implementation of the SEDA Model.
Local community/council staff	<ul style="list-style-type: none"> • Establish positive relationships with members of the local community that link with the SEDA model and its curriculum.
PERFORMANCE MEASUREMENT	
Key Accountabilities	Overview
Student Outcomes	SEDA College Staff will be measured against the outcomes of student MyPLAN
Key Stakeholder Surveys	Students and parents will be surveyed bi-annually to determine program satisfaction, including net promoter score
Manager assessment	Spot assessment of students to measure progress of MyPLAN's conducted by RMs and other relevant SEDA College and SEDA Group staff
Active Promotor	As a SEDA College teacher you are required to actively promote the College.
SUPPORT	
Key Areas	Overview
Professional Development	<ul style="list-style-type: none"> • Staff will receive targeted professional development based on: <ul style="list-style-type: none"> - curriculum areas of study - student management - industry knowledge
Assistance	<ul style="list-style-type: none"> • Staff will receive professional support from RMs with a focus on continuous improvement of staff skill sets

	<ul style="list-style-type: none"> • Curriculum teams and leaders will provide support in the area of teaching and learning • More specific support and development is provided by, ICT, partnership managers, elite coaches and other SSA staff, industry staff.
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GENERAL DUTIES

Associated Duties	<ul style="list-style-type: none"> • Attend and participate in relevant department meetings, planning workshops and professional development • Undertake other duties which are appropriate to the level of the position, as directed by SEDA College Management • Act in accordance with SEDA College values, policies and procedures • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety. • Maintain adequate facilities, equipment and material to create an environment that is safe and conducive to successful learning and the requirements of the Training Package/Accredited Courses. • Other duties as directed by management which are appropriate to the level of the position and in accordance with incumbent's skills and competence. • Maintain Working with Children's Check or VIT registration
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Key Selection Criteria

<p>Skills and Experience</p> <ul style="list-style-type: none"> • Capacity to carry about the duties listed above • Experience in teaching and mentoring young people in VCAL and VET in sports, community and education and related fields. • Sport and Recreation Industry experience preferable • Demonstrated capacity to work with and build professional relationships with all stakeholders including young people, parents and colleagues. • Knowledge and understanding of curriculum, assessment and reporting requirements • Effective presentation and facilitation skills, and ability to use a range of teaching methods to engage students • Well-developed verbal communication and interpersonal skills, with proven ability to build rapport, and interact effectively with a broad range of people at all levels. This includes an ability to deal with liaison directly with parents/carers. • Strong written communication skills, with an ability to plan and write curriculum for both VCAL and VET. • Ability to work independently and contribute effectively as a team member to achieve goals • Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances • Ability to use problem solving skills to identify problems and establish an appropriate solution. • Proficiency in using ICT and relevant software and database packages. <p>Qualifications</p> <ul style="list-style-type: none"> • Tick <ul style="list-style-type: none"> <input type="checkbox"/> Victorian Institute of Teaching Registration <input type="checkbox"/> Certificate IV in Training and Assessment TAE40110 <input type="checkbox"/> Current First Aid qualification (including CPR and Anaphylaxis Training) <input type="checkbox"/> Current Driver's License <input type="checkbox"/> Vocational qualifications to at least the level being trained and assessed • A six-month probation period applies to full and part time positions of more than 6 months
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The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (*Incumbent Name*) have read and, understood the above *Position Description* and agree to carry out the duties listed in my position description.

Signed Date .../...../.....