

Position Description	
Position Title	Education Engagement Assistant
Department	Education
Reports To	SEDA College Education Support Manager

**Overview:**

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

The SEDA College Board has entered into a contract with the SEDA Group that allows the 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.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be 'real-life' and authentic.

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.

**Position Overview**

The Education Engagement Assistant’s role is to assist students and the classroom teacher to enhance the student experience. This will involve either, extending high achieving students to ensure they are being challenged or providing support for those students needing further assistance by implementing the strategies identified in a student’s Individual Learning Plan (ILP). ILPs are developed for students to support and /or extend their learning.

Overseen by the Education Support Manager the Education Engagement Assistant will be a part of the Education team. In the classroom the role will require developing a positive working relationship with the teacher and students. The Education Engagement Assistant can expect to work with students one to one or in small groups.

The position is based at a VRQA approved venue within the local community across metropolitan Melbourne.

**Expectations**

Key Accountabilities	The Program
Students	<ul style="list-style-type: none"> <li>• Develop and maintain a positive rapport with students</li> <li>• Understand student’s individual personality traits, favored learning styles, interests and aspirations</li> <li>• Promote the student experience within the program through your personal strengths and interests</li> <li>• Extend students based on their interests within and external to the program.</li> </ul>
Individual Learning Plan	<ul style="list-style-type: none"> <li>• Collaborate with the classroom teacher and Regional Manager to establish effective implementation strategies</li> </ul>

Key Accountabilities	The Program
	<ul style="list-style-type: none"> <li>• Be proactive in Implementing, monitoring and supporting the recommended strategies in the ILP</li> <li>• Provide information via Pastoral Care Reports (PCR) to the Education Support Manager and relevant staff</li> <li>• Assist with the termly review of ILPs on the student management system (Synergetic)</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• Assist with curriculum development as directed by the Education Support Manager</li> <li>• Develop class resources in collaboration with the teacher to support teaching and learning</li> <li>• Conduct moderation of Assessment Tasks as directed, in line with moderation schedule.</li> <li>• Have a good understanding of the curriculum being delivered within the program</li> </ul>
College LMS (MySEDA)	<ul style="list-style-type: none"> <li>• Utilise functions within MySEDA to access curriculum and daily delivery schedules</li> <li>• Utilise the PCR System for documenting information relevant to students and the role.</li> </ul>
Child safe	<ul style="list-style-type: none"> <li>• Follow the College policy on Child safe and Mandatory reporting</li> <li>• Adhere to the expectations described in the staff code of conduct.</li> </ul>
Colleagues	<ul style="list-style-type: none"> <li>• Develop and maintain positive and collaborative working relationships with SEDA College staff at all levels</li> <li>• Develop a collaborative approach with the class teacher to enhance student engagement in the program.</li> </ul>

	General Duties
Associated Duties	<ul style="list-style-type: none"> <li>• Attend and participate in relevant department meetings, planning workshops, professional development and training (as required when available)</li> <li>• Undertake other duties which are appropriate to the level of the position, as directed by SEDA College Management</li> <li>• Act in accordance with SEDA College values, policies and procedures.</li> </ul>

Key Areas	Support
Professional Development	Staff will receive targeted professional development based on: <ul style="list-style-type: none"> <li>• Implementing student support strategies</li> <li>• curriculum areas of study</li> </ul>

	<ul style="list-style-type: none"> <li>• student management</li> <li>• teaching &amp; learning</li> <li>• SEDA College Student/Learning Management Systems (MySEDA/Synergetic)</li> </ul>
<b>Assistance</b>	<ul style="list-style-type: none"> <li>• Staff will receive professional support from the Education Support Manager with a focus on continuous improvement of staff skill sets</li> <li>• Teaching and learning Coordinator will provide support in the area of teaching and learning</li> <li>• Work collaboratively with the classroom teacher.</li> </ul>

Key Accountabilities	Performance Measurement
<b>Student Outcomes</b>	Education Engagement Assistants will be measured against the outcomes of the student experience: <ul style="list-style-type: none"> <li>• MyPLAN (individual career &amp; experiences portfolio)</li> <li>• Student attitude to school survey</li> <li>• Implementation of actions in ILPs</li> <li>• Engagement in extension programs</li> </ul>
<b>Manager Assessment</b>	Education Engagement Assistants development will be managed through an individual MyDevelopment plan and Professional Observations

Key Selection Criteria
<p><b>Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Capacity to carry out the duties described above</li> <li>• Experience working with young people (within education preferred but not essential)</li> <li>• Demonstrated ability to implement effective learning strategies that improves student engagement</li> <li>• Demonstrated capacity to work with and build professional relationships with young people and colleagues</li> <li>• Well-developed written and verbal communication and interpersonal skills, with proven ability to interact effectively with a broad range of people at all levels</li> <li>• Proficient with Microsoft Office.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• VIT registration (preferred but not essential)</li> <li>• Bachelor Degree (preferred but not essential)</li> <li>• TAE (preferred but not essential)</li> <li>• First Aid/CPR</li> <li>• Employee WWCC</li> </ul>

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 ../...../.....