

Position Description	
Position Title	Education Engagement Team Leader
Department	Education
Reports To	Education Support Manager
Position Status	Permanent Part-time

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 Team Leader will be responsible for overseeing the Education Engagement Assistants within a specified region as well as supporting the Education Support Manager with the implementation of the College's Education Support process. The Education Engagement Team Leader will work up to 18 hours per week and will maintain a hands-on classroom presence (2 days per week) as an Education Engagement Assistant (EEA) whilst also working directly with the Education Support Manager.

At the College the role of an Education Engagement Assistant 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).

The position is based in Head Office or at a VRQA approved venue within the local community across metropolitan Melbourne or regional Victoria.

Key Accountabilities	The Program
EEA Team Leadership	<ul style="list-style-type: none"> • Oversee EEA performance including induction, general responsibilities, and ensuring alignment with the values of the College. • Ensure payroll documentation (leave forms, timesheets, expense forms) are accurate and sent through by deadlines. • Develop and provide training for EEAs during professional development periods and where necessary.

Key Accountabilities	The Program
	<ul style="list-style-type: none"> • Oversee and manage ACER testing in region in conjunction with ESM and RM. • Ensure that EEA staff are trained on College systems, procedures, and reporting. • Lead EEA regional team meetings. • Oversee and manage Monthly Support Summaries in region.
Student engagement	<ul style="list-style-type: none"> • Prepare information for MyPLAN meetings. • Ensure that new student information is entered into the Student Management System prior to the end of the year. • Develop and maintain a positive rapport with students. • Understand student's individual personality traits, favored learning styles, interests and aspirations. • Promote the student experience within the program through your personal strengths and interests. • Extend students based on their interests within and external to the program.
Education Support	<ul style="list-style-type: none"> • Review student education requirements and create modified programs to cater for student individual needs • Oversee and manage the ILPs for the region in conjunction with the Regional Manager. • Ensure that the classroom EEA implements the ILP strategies. • Ensure that the classroom EEA is providing information on progress to the Team Leader, Education Support Manager, and relevant staff. • Ensure that the review of ILPs on a per term basis are completed. • Manage ILP export and PCR process for region.
Curriculum	<ul style="list-style-type: none"> • Assist with curriculum development as directed by the Education Support Manager. • Oversee that the classroom EEA develops class resources in collaboration with the teacher to support teaching and learning. • Oversee that the classroom EEA conducts moderation of Assessment Tasks as directed, in line with moderation schedule. • Have a good understanding of the curriculum being delivered within the program.
Child safe	<ul style="list-style-type: none"> • Follow the College policies on Child safety. • Adhere to the expectations described in the Staff Code of Conduct.
Colleagues	<ul style="list-style-type: none"> • Develop and maintain positive and collaborative working relationships with SEDA College staff at all levels

Key Accountabilities	The Program
	<ul style="list-style-type: none"> Develop a collaborative approach with the EEA and the class teacher to enhance student engagement in the program.

	General Duties
Associated Duties	<ul style="list-style-type: none"> Attend and participate in relevant department meetings, planning workshops, professional development, and training (as required when available) 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.

Key Areas	Support
Professional Development	<p>Staff will receive targeted professional development based on:</p> <ul style="list-style-type: none"> Implementing student support strategies Curriculum areas of study Student management Teaching & learning SEDA College Student Administration and Learning Management Systems
Assistance	<ul style="list-style-type: none"> Staff will receive professional support from the Education Support Manager with a focus on continuous improvement of staff skill sets Work collaboratively with the classroom teachers.

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

Key Selection Criteria

Skills and Experience

- Capacity to carry out the duties described above
- Experience working with young people in an educational environment
- Demonstrated ability to implement effective learning strategies that improves student engagement
- Well-developed written and verbal communication and interpersonal skills, with proven ability to interact effectively with a broad range of people at all levels
- Proficient with Microsoft Office.

Qualifications

- Tick
- ☐ Victorian Institute of Teaching Registration
- ☐ Certificate IV in Training and Assessment TAE40116 (preferred)
- ☐ Current First Aid qualification (including CPR, Asthma and Anaphylaxis Training)
- ☐ Current Driver's Licence
- ☐ Employee Working with Children Clearance

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