

Position Description

Position Title	SEDA College Regional Manager
Department	Operations
Reports To	SEDA College Assistant Principal

Overview:

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

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 Regional Manager is the direct line manager of the most important student facing staff member - the SEDA teacher. The Regional Manager is the link between the college and its classes and as such, the role is vital in ensuring a positive student experience.

The Regional Manager is responsible for overseeing the management, facilitation, training and assessment within the Sport Development and Building and Trade Programs. Regular travel is required as part of the role due to our multi-campus structure with the role based from the most practical and negotiated venue.

Expectations

THE PROGRAM	
Key Accountabilities	Overview
Teacher effectiveness	<ul style="list-style-type: none"> • The primary role and responsibility for the Regional Manager is to ensure that teaching staff are highly effective in their roles with particular attention being paid, but not limited to: <ul style="list-style-type: none"> ➤ Student learning and Teacher effectiveness. ➤ Student Career Development Plans. ➤ Annual industry partner work plans. ➤ Student work placement. ➤ Professional standards of both students and staff. ➤ Effective use of the Learning Management System (MySEDA). ➤ Maintaining positive relationships with relevant industry staff and local government. ➤ Student Individualised Learning Plans. • Manage staff professional development plans. • Lead teachers in the delivery of curriculum to best practice standards. • Lead teaching staff in the development and maintenance of healthy and productive relationships with students and parents.
Teaching and Learning	<ul style="list-style-type: none"> • Oversee and support Teachers in the delivery of curriculum. • Guide and coach teaching staff in relation to using best practice approaches within the classroom. • Use informed management and coaching practice to drive improvement in teacher effectiveness, which is underpinned by the High Impact Teaching Strategies (HITS) principles. • Be prepared and able to cover classes when required.
Student management and Wellbeing	<ul style="list-style-type: none"> • Oversee and support staff in the management of student wellbeing issues (and liaison with parents) associated with the program. • Oversee and support staff in the management of any student behaviour issues associated with the program.

THE PROGRAM	
Key Accountabilities	Overview
	<ul style="list-style-type: none"> Take an active role in the management of more significant issues or critical incidents. Work closely with teachers and the Pathway team to ensure students develop pathway post-SEDA College. Support the Wellbeing of teaching staff through regular check ins and term-based activities.
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. Assist with the development and maintenance of Child Safe Risk Registers, Venue Risk Registers and/or any OHS requirements.
Colleagues	<ul style="list-style-type: none"> Develop and maintain positive working relationships with SEDA College staff at all levels. Actively share best practice.

PERFORMANCE MEASUREMENT	
Key Accountabilities	Overview
Student Outcomes	SEDA College teaching staff will be measured against student engagement and achievement metrics.
Key Stakeholder Surveys	Students and parents will be surveyed annually to determine program effectiveness and satisfaction.
Staff assessment	Observational assessment of student learning and teaching effectiveness.
Active Promotor	As a SEDA College Leader you are required to actively promote the College.

SUPPORT	
Key Areas	Overview
Professional Development	<ul style="list-style-type: none"> You will be provided with an individualised professional development plan and ongoing coaching from your line manager. Actively encouraged to engage in external professional development as appropriate. SEDA College has a mentoring program in which all staff are encouraged to participate.
Associated Duties	<ul style="list-style-type: none"> Attend and participate or lead 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 and 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.

SUPPORT	
Key Areas	Overview
	<ul style="list-style-type: none"> • 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 VIT registration. • Deliver key elements of curriculum as required.

Key Selection Criteria
<p>Skills and Experience</p> <ul style="list-style-type: none"> • Suitable experience and background relevant to the role. • Able to adopt a strategic approach with a focus on continuous improvement of the College, combined with the ability to use problem solving skills to identify problems and establish appropriate solutions. • Ability to provide leadership and support to the teaching staff in the conduct of their duties using various frameworks to enable a high level of student experience. • High level technical, organisational, budgeting and planning skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances. • Demonstrated communication and interpersonal skills with an ability to build rapport and communicate with parents, students and staff in an effective and timely manner. • Ability to build and strengthen relationships with industry partners, local government and other stakeholders. • An ability to work with minimal supervision and exercise an appropriate level of independence and initiative in the performance of all primary duties, however, will take broad direction from the Assistant Principals. • 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 TAE40116 <input type="checkbox"/> Current First Aid qualification (including CPR and Anaphylaxis Training) <input type="checkbox"/> Current Driver’s Licence <input type="checkbox"/> Vocational qualifications to at least the level being trained and assessed

Key Selection Criteria

- A Six-month probation period applies to full and part time positions of more than 6 months.

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