

## Position Description

<b>Position Title</b>	SEDA College Teacher
<b>Department</b>	Operations
<b>Reports To</b>	SEDA College Regional Manager

**Overview:**

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

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 concerning the safety of young people.

## SEDA College Teachers

As educators, we know that it is the student and teacher relationship that is integral to student success. We believe our one-teacher one class model creates a collaborative adult learning environment that is based upon mutual respect and responsibility towards one another. During the one or two years of a student attending College, mentor-style relationships are formed between the teacher and students because of their shared passions and interests.

SEDA College teachers in the role of mentors come to understand and know the needs of their students, both academically and personally. This facilitates the development of individualised teaching and learning strategies that can be implemented consistently to support the student academically. They are the key influencer of student outcomes, they own and lead class culture, and consistently manage standards and expectations.

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. They have access to the latest educational and industry resources to bring the learning experience to life in real-life industry settings.

Our teachers are active promoters of the College and contribute enormously to the engagement, retention, completion and attendance levels of the students. They develop important relationships with sporting partners and community partners to best link students learning outcomes with industry.

SEDA College offers industry-leading employment conditions.

## Position Overview

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

## Expectations

THE PROGRAM	
Key Accountabilities	Overview
<b>Teaching Effectiveness</b>	<ul style="list-style-type: none"> <li>• The primary role and responsibility for teaching staff is that they're highly effective in their roles with particular attention being paid, but not limited to:               <ul style="list-style-type: none"> <li>➢ Student learning and Teaching effectiveness.</li> <li>➢ Student Career Development Plans MyJourney.</li> <li>➢ Student work placements.</li> <li>➢ Professional standards of both students and staff.</li> <li>➢ Effective use of the Learning Management System (MySEDA).</li> <li>➢ Maintaining positive relationships with relevant industry staff and local government.</li> <li>➢ Student Individualised Learning Plans.</li> </ul> </li> <li>• Use informed teaching and coaching practice to drive improvement in teacher effectiveness, which is underpinned by the High Impact Teaching Strategies (HITS) principles.</li> <li>• Develop and maintain healthy and productive relationships with parents.</li> </ul>

<b>THE PROGRAM</b>	
<b>Key Accountabilities</b>	<b>Overview</b>
<b>Student Management and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Manage student wellbeing issues (and liaison with parents) associated with the program in conjunction with the SEDA College Student Connect team.</li> <li>• Take an active role in the management of more significant issues.</li> <li>• Support the well-being of students through facilitating weekly well-being sessions and student wellbeing check-ins.</li> </ul>
<b>Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>• Work directly with the line manager and SEDA College Marketing in the facilitation of marketing plans to promote the College</li> <li>• Supporting the College's social media targets.</li> </ul>
<b>Operations and Administration</b>	<ul style="list-style-type: none"> <li>• Utilise the functions within MySEDA to assist with the successful delivery of the SEDA College program. In addition to supporting the maintenance of the class timetable, student enrolment information, curriculum management and student reporting.</li> <li>• Implement, manage, report, and evaluate Industry Partner work plans.</li> <li>• Support students in establishing meaningful work placements. In addition to developing connections with workplace supervisors to ensure positive student outcomes.</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Develop strong relationships with parents to establish and maintain consistent expectations between the classroom and students' work habits. Whilst, adhering to the SEDA College parent communications guidelines.</li> <li>• Develop and maintain positive relationships with relevant industry staff to ensure the best possible professional and industry outcomes.</li> <li>• Establish positive relationships with members of the local community that link with the SEDA model and its curriculum.</li> </ul>
<b>Child safe</b>	<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> <li>• Assist with the development and maintenance of risk registers for OHS requirements.</li> </ul>
<b>Colleagues</b>	<ul style="list-style-type: none"> <li>• Develop and maintain positive working relationships with SEDA College staff at all levels.</li> <li>• Actively share best practice.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a positive rapport with each student.</li> <li>• Understand their personality traits, favoured learning styles, interests and aspirations.</li> </ul>

<b>PERFORMANCE MEASUREMENT</b>	
<b>Key Accountabilities</b>	<b>Overview</b>
<b>Student Outcomes</b>	SEDA College teaching staff will be measured against student engagement and achievement metrics. In addition, to their MyJOURNEY.
<b>Key Stakeholder Surveys</b>	Students and parents will be surveyed annually to determine attitudes and satisfaction toward the College.
<b>Teaching Assessment</b>	Observational assessment of student learning and teaching effectiveness.
<b>Active Promotor</b>	As a SEDA College teacher, you are required to actively promote the College.

<b>SUPPORT</b>	
<b>Key Areas</b>	<b>Overview</b>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>You will be provided with an individualised professional development plan and ongoing coaching from your line manager.</li> <li>Actively encouraged to engage in external professional development as appropriate.</li> <li>SEDA College has a mentoring program in which all staff are encouraged to participate.</li> </ul>
<b>Assistance</b>	<ul style="list-style-type: none"> <li>Staff will receive professional support from RMs with a focus on the continuous improvement of staff skillsets.</li> <li>Curriculum teams and leaders will provide support in the area of teaching and learning.</li> <li>More specific support and development are provided by, ICT, partnership managers, elite coaches and other SSA staff, and industry staff.</li> </ul>

<b>GENERAL DUTIES</b>	
<b>Associated Duties</b>	<ul style="list-style-type: none"> <li>Attend and participate in relevant department meetings, planning workshops and professional development.</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> <li>Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others' health and safety.</li> <li>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.</li> <li>Other duties as directed by management are appropriate to the level of the position and in accordance with the incumbent's skills and competence.</li> <li>Maintain VIT registration.</li> </ul>

<b>Key Selection Criteria</b>
<p><b>Skills and Experience</b></p> <ul style="list-style-type: none"> <li>Suitable experience and background are relevant to the role.</li> <li>Knowledge and understanding of curriculum, assessment, and reporting requirements. Experience in teaching and mentoring young people in Senior Secondary Education.</li> <li>Sport and Recreation Industry experience is preferable but not essential.</li> <li>Demonstrated capacity to work with and build professional relationships with all stakeholders including young people, parents and colleagues.</li> <li>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 liaise directly with parents/carers.</li> <li>Strong written communication skills, with an ability to plan and write Senior Secondary curriculum.</li> <li>Ability to work independently and contribute effectively as a team member to achieve goals.</li> <li>Ability to use problem-solving skills to identify problems and establish an appropriate solution.</li> <li>Proficiency in using ICT and relevant software and database packages.</li> <li>Effective teaching and learning strategies, with the ability to use a range of teaching methodologies to engage student learning. In conjunction with well-developed classroom management strategies.</li> </ul>

**Key Selection Criteria**

- Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances.

**Qualifications**

- **Tick**
- Victorian Institute of Teaching Registration
- Certificate IV in Training and Assessment TAE40116 (preferred)
- Current First Aid qualification (including CPR and Anaphylaxis Training)
- Current Driver’s Licence
- 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.

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