

## Position Description

<b>Position Title</b>	Education Support Manager
<b>Department</b>	Education
<b>Reports To</b>	Assistant Principal Education

### 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 with respect to the safety of young people.

## Position Overview

The Education Support Manager position is a Leading Teacher role and will involve overseeing the implementation and management of all Education Engagement Assistants (EEAs) including the process of appointing and monitoring performance.

They will be responsible for working closely with EEAs to ensure the appropriate support is being provided to students that either need additional support or need to be extended.

The Education Support Manager will have knowledge of the VCE VM program requirements, expertise in case management and an ability to implement effective education support programs that achieve academic outcomes for students and be responsible for overseeing the development of Individualised Learning Plans (ILPs).

For students identified as having personal challenges and/or learning barriers, ILPs are developed to determine strategies to address the individual student's learning needs. Therefore, a core component of the role requires an ability to communicate, collaborate and liaise with a range of stakeholders to ensure that the learning support being recommended and implemented will facilitate a student successfully completing their program's work requirements.

The Education Support Manager will provide advice to college management, education engagement assistants, student support services and teaching staff in relation to the establishment, management and implementation of modifications to SEDA College students' academic program.

They will oversee the process and be responsible for facilitating the implementation of the strategies outlined in the Individual Learning Plan by working with students and their families, EEAs, Regional Managers, Teachers, Student Connect and Pathways staff. They will implement strategies to identify which students require extension and develop process to measure the effectiveness of extension programs.

The Education Support Manager will also oversee the review of the ILPs in consultation with Regional Managers and other key stakeholders to monitor student progress.

## Expectations

THE PROGRAM	
Key Accountabilities	Overview
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Be responsible for the appointment and leadership of Education Engagement Assistant (EEA) staff and EEA team leaders.</li> <li>• Meet with EEA Team leaders on a regular basis to discuss strategies to support student learning needs and management of the EEAs.</li> <li>• Review and report on the progress EEAs are having with providing appropriate student support.</li> <li>• Ensure EEAs are completing all Education Support requirements including the completion of PCRs and supporting staff in the completion of Individual Learning Plans.</li> <li>• Ensure EEAs are extending students as required.</li> </ul>
<b>Student Program Management</b>	<ul style="list-style-type: none"> <li>• Provide professional guidance and support in relation to the establishment, implementation and management of ILPs and program modifications to: <ul style="list-style-type: none"> <li>- EEA Team Leaders</li> <li>- Education Engagement Assistants</li> <li>- College Management</li> <li>- Regional Managers</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Classroom Teachers</li> <li>- Student Connect and Pathways staff</li> <li>• Oversee and support the case management of students' ILPs and students on modified programs.</li> <li>• Establish and monitor a review of ILPs.</li> <li>• Oversee the review of individual student's progress against the objectives outlined in the ILP.</li> <li>• Liaise with the Assistant Principal Education regarding student extension program.</li> <li>• Develop and implement a testing program to analyse student needs and then report on the success of both support and extension programs.</li> </ul>
<b>Education Support Programs</b>	<ul style="list-style-type: none"> <li>• Evaluate and identify the college's needs in relation to class based education support.</li> <li>• Make recommendations in relation to the allocation of resources for class-based Education Support.</li> <li>• Liaise closely with the Curriculum Support Team to in order to provide specialist advice to teachers on differentiated teaching and learning strategies; make additional testing recommendations; and make any necessary adjustments and/or modifications to a student's program including assessment tasks.</li> <li>• Manage Out of Home Care Student Programs.</li> </ul>
<b>NCCD</b>	<ul style="list-style-type: none"> <li>• Maintain a high level of understanding relating to the requirements of NCCD.</li> <li>• Provide support and PD to staff and EEAs relating to the levels of adjustment and categories related to NCCD.</li> <li>• Report to management on the number of students included in the NCCD and complete any administrative documentation supporting NCCD funding.</li> </ul>
<b>College LMS (MySEDA)</b>	<ul style="list-style-type: none"> <li>• Utilise the functions within MySEDA to assist you with the successful delivery of the SEDA program.</li> <li>• Utilise functions within MySEDA to access and support the maintenance of student enrolment information, curriculum management and student reporting.</li> <li>• Utilise MySEDA functions for internal and external program communications including management of calendar for parent information and duty of care.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Follow the College policy on Child Safety and Mandatory reporting.</li> <li>• Adhere to the expectations described in the staff Code of Conduct.</li> <li>• Ensure EEAs and EEA team leaders have completed relevant child safe training.</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 students where applicable.</li> <li>• Maintain strong links with SCV classrooms and students to ensure that education support provided is meeting the needs of students and teaching staff.</li> </ul>
<b>Parents</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 outside.</li> <li>• Adhere to the SEDA College parent communications guidelines.</li> </ul> <p>*Refer to relevant section of Staff Handbook.</p>

PERFORMANCE MEASUREMENT	
Key Accountabilities	Overview
<b>Student Outcomes</b>	Education Support Manager staff will be measured against the outcomes of student success including students on ILPs and modified programs.
<b>Key Stakeholder Surveys</b>	Students and parents will be surveyed to determine program satisfaction, including the use of net promoter score and written feedback.
<b>Manager Assessment</b>	Case Management Review by Assistant Principal.
<b>Active Promotor</b>	As a member of SEDA College you are required to actively promote the College.

SUPPORT	
Key Areas	Overview
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Staff will receive targeted professional development based on:               <ul style="list-style-type: none"> <li>- curriculum areas of study</li> <li>- student management</li> <li>- industry knowledge</li> </ul> </li> </ul>
<b>Assistance</b>	<ul style="list-style-type: none"> <li>EEA staff and EEA Team Leaders will receive professional support from the Education Support Manager and the Assistant Principal with a focus on continuous improvement of staff skill sets.</li> <li>More specific support and development is provided by ICT.</li> </ul>

GENERAL DUTIES	
<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 which are appropriate to the level of the position and in accordance with incumbent's skills and competence.</li> <li>Maintain VIT registration.</li> </ul>

## Key Selection Criteria

### Skills and Experience

- Capacity to carry out the duties described above.
- Expertise in working in with youth (16-18 yrs) in the post compulsory years.
- Demonstrated ability to manage and support staff.
- Demonstrated ability to understand the requirements of working with students with specific learning challenges or barriers.
- Experience in conducting evaluations of student teaching and learning needs.
- Demonstrated ability to implement effective teaching and learning strategies that improve student outcomes.
- Experience in developing and implementing VCE VM units and VET units to a youth cohort.
- Demonstrated capacity to work with and build professional relationships with all stakeholders including young people, parents and colleagues.
- 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.
- Demonstrated experience in leading a large, part time, geographically dispersed team.

### Qualifications

- Appropriate Teaching qualifications
- VIT registration
- Knowledge of VET and VCE VM
- Current Driver Licence

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