

## JOB ADVERTISEMENT TEACHING AND LEADERSHIP ADVISER (VIC)

**Employment Type:** Full time or part time (0.4 FTE and upwards)  
Maximum term contract until 31 December 2020 (with the possibility of extension, aligned to funding)

**Location:** Victoria

- **Flexible work practices**
- **Allowance and time off work for professional development**
- **Passionate, professional and diverse team**

### About the Position

As a Teaching and Leadership Adviser, you play the integral role of supporting, coaching and developing Teach For Australia Associates to become effective teachers and leaders committed to addressing educational disadvantage. This role collaborates across various functions to contribute to the design and delivery of the regional professional development for our Associates. The role also works with a wide range of external stakeholders in order to provide cohesive, holistic support for Associates.

***Note: there are two positions available, and we are looking to service the Goulburn, Wimmera, Great South Coast, and Melbourne metropolitan areas. There will be a chance to provide your work location preferences when applying for this role. Candidates who are based elsewhere in Victoria, but are willing and able to travel are encouraged to apply.***

### About the Team

The Program Operations team are responsible for developing Associates to be effective teachers and leaders, working closely with key stakeholders to lead the delivery and implementation of the Leadership Development Program (LDP) in each partner State and Territory.

### About You

- Have a recognised teaching qualification
- Minimum of 5 years of teaching experience
- Experience in coaching others to success
- Ability to work collaboratively with a variety of stakeholders
- Full driver's license and willingness to travel as required to fulfil the duties of the role

### How to Apply

For an opportunity to take your place in this life-changing organisation:

1. [APPLY HERE](#) by 11:59pm on **Sunday 15 December 2019**, and
2. Email your CV to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org), with the subject line 'Application: Teaching and Leadership Adviser (VIC)' (ensure your CV is clearly labelled with your full name.)

**Please note that applications will be assessed on a rolling basis.**

Enquiries can be directed to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org).

*Teach For Australia values diversity, and encourages applicants of all backgrounds to apply. Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://www.teachforaustralia.org/>.*

## POSITION DESCRIPTION

### TEACHING AND LEADERSHIP ADVISER

**Role Title:** Teaching & Leadership Adviser (TLA)

**Function:** Program Operations

**Reports To:** State Manager, Victoria

**Financial** \$NIL

**Accountability:**

**People** 0 first level (direct)

**Management:** 0 second level (indirect)

#### Role Purpose

Coach and develop Associates to be effective teachers as leaders in line with the Leadership Development Program (LDP). Working with the national LDP frameworks the role also can be expected to design and deliver professional development that addresses the needs of the Associates' development. Finally, the TLA is required to build new relationships and strengthen current relationships with diverse constituents, both internally and externally, contributing to a cohesive community that is connected to the greater movement for education equity.

#### Qualifications and Experience

##### Essential

- A recognised teaching qualification
- At least 5 years of teaching experience
- Experience in formally or informally coaching others to success
- Full driver's license and willingness to travel as required to fulfil the duties of the role

##### Desirable

- Familiarity with adult learning theory and experience facilitating professional development workshops for a group
- Experience in teaching in disadvantaged secondary school settings
- Current teacher registration
- Previous experience and/or exposure to the Teach For Australia program or affiliated Teach For All programs

#### Skills, Attributes and Knowledge

##### Essential

- Evidence of strong commitment to addressing educational inequity
- Demonstrated ability to build relationships with diverse stakeholders
- Coaching skills and strong desire to develop others, including the provision of positive and constructive feedback
- Ability to apply knowledge of teaching and learning to prioritize and then address Associate needs, in order to improve student learning
- Proven ability to influence and motivate others
- Exceptional time management and planning skills
- Demonstrated ability to work collaboratively with many stakeholders

##### Desirable

- Highly skilled at instructional leadership
- Knowledgeable and skilled at delivering professional development

## Key Accountabilities

### Coach and Develop Associates to be Effective Teachers and Leaders

- In line with the national coaching framework, coach and develop Associates to successfully achieve the Leadership Development Program's outcomes, primarily through classroom observations, coaching and debriefs
- Support Associates to successfully achieve Master of Teaching (Secondary) (Professional Practice) outcomes
- Summarise progress towards outcomes, which support continuous improvement and quality assurance
- Support incoming Associates to prepare for and understand the context of their placement school and surrounding community

### Associate Wellbeing

- Provide Associates with strategies to build their resilience in line with internal policies and procedures
- Referrals to additional support services where required
- Contribute to building a cohesive community whereby Associates are connected to their peers, their communities and the greater movement for educational equity

### Relationship Management

- Collaborate with your state based team to share best practices and lessons learned locally and nationally
- As part of the state team, work collaboratively to deliver on annual state priorities
- Under the guidance of the State Manager and the Regional Program Delivery Manager collaborate cross functionally with National Curriculum, Recruitment, Alumni, Marketing and Communications and Strategy and Impact teams to support Associate success
- Collaborate with School Mentors and Academic Mentors to provide cohesive, holistic support for Associates
- Represent TFA at the school level and work with school leadership to ensure placement conditions in schools meet minimum expectations and work collaboratively with the Regional Program Delivery Manager to resolve any issues or concerns in alignment with the school partnership agreement
- Under the guidance of the State Manager work with school leadership to derive placement needs and to assess school readiness
- Support relationship management and external representation with relevant department of education and professional associations where appropriate

### Design and Deliver Regional Professional Development

- Working within nationally designed frameworks, contribute to planning, design and/or implementation regional professional development on a quarterly basis
- Contribute to planning, design and/or implementation Regional Residential (intensive mode, January)
- and Mid-Year Residential (intensive mode, July)
- Support implementation of our National Residential (intensive mode, November – December)

## **Our Values**

### **Empowering Greatness**

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

### **Collaboration**

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

### **Innovation**

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

### **Outcome Driven**

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

### **Humility and Learning**

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

### **Resilience**

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.