

POSITION DESCRIPTION

Role Title:	Teaching & Leadership Coach (TLC)		
Function:	LDP: VIC	Position Classification:	4.1
Reports To:	Victorian State Manager	Last Updated:	July 2026

Role Purpose

Coach and develop associates in the Leadership Development Program and Undergraduate Teaching Program to be effective teachers and leaders. The role can also be expected to deliver professional learning that addresses the needs of associates' development. The Teaching & Leadership Coach 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 two years of relevant teaching experience
- Experience in coaching others to success
- Familiarity with adult learning theory and experience facilitating professional learning workshops for a group
- Full driver's license and willingness to travel as required to fulfil the duties of the role (which may include overnight and/or extended trips)

Desirable

- Experience in teaching in disadvantaged secondary school settings
- Experience in working or knowledge of VIC.
- Current teacher registration in VIC.
- Current Mental Health First Aid Certificate
- 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 and work collaboratively with a range of diverse stakeholders
- Demonstrated ability to coach others and support them to achieve their goals
- Knowledgeable and skilled at delivering professional learning
- Ability to apply knowledge of teaching and learning to prioritize and then address an early career teacher's needs, in order to improve student learning
- Ability to identify, mitigate and manage risk with a variety of stakeholders
- Ability to motivate and influence change
- Ability to listen deeply and conduct robust conversations
- Ability to manage expenditure and travel arrangements in line with budgets
- Exceptional time management and planning skills

Desirable

- Highly skilled at and/or qualifications in instructional coaching
- Experience using Salesforce or other case management databases
- Experience using Microsoft Teams
- Experience using Steplab or other coaching platforms/tools

Primary Accountabilities

Coach and Develop Associates to be Effective Teachers and Leaders

- In line with the national coaching framework and the national coaching plan, coach and develop associates to successfully achieve program outcomes, including working towards increased proficiency in their classrooms
- Work with university staff and school-based staff to support associates to successfully obtain their teaching qualification
- Summarise associate progress towards outcomes, to support continuous improvement and quality assurance
- Support associates, when needed, to prepare for and understand the context of their school and surrounding community

Case and Risk Management

- Ensure Salesforce is kept up to date, recording key activities for the purposes of knowledge management
- Actively maintain case records and risk management records on Salesforce
- Manage risks according to, and in line with, TFA policies and procedures

Relationship Management

- Collaborate with the national coaching team to share best practices and lessons learned locally and nationally
- As part of the LDP: VIC team, work collaboratively to deliver on annual VIC priorities
- Liaise with university staff and school-based staff to provide cohesive, holistic support for associates

- Represent TFA at the school level and work with school leadership to ensure conditions in schools meet minimum expectations in alignment with the school partnership agreement
- Under the guidance of the State Manager [and the Regional Manager] work with school leadership to understand staffing needs and to assess school readiness
- Support relationship management and external representation with relevant department of education, professional and cultural associations where appropriate

Deliver Professional Learning & Community Building

- Contribute to the planning and implementation of professional learning for associates, held during the school holiday period (January, July)
- Contribute to the planning and implementation of community building activities and events held each term for associates

Secondary Accountabilities

- Under the guidance of the State Manager [and the Regional Manager] collaborate cross functionally with other teams
- Support implementation of National Initial Intensive in November-December, including delivery of online workshops and supporting the school practicum
- Support the Admissions Team in selecting incoming associates
- Support the Matriculation Team in engaging with incoming associates

Reconciliation and DEIB (Diversity, Equity, Inclusion, and Belonging) Accountabilities

- Demonstrate openness, curiosity, and respect towards TFA's commitment to Reconciliation, Diversity, Belonging and Inclusion in a way that aligns to your personal learning journey in a professional setting. This may include, but is not limited to; joining internal committees, engaging in professional learning sessions, supporting members of your team in their learnings, leaning into work in this space outside the scope of your role, supporting your Functional area to drive strategic Reconciliation/DEIB initiatives etc.