

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Classroom Teacher	Role Type	Secondary Teacher
Job Posting Title	Mildura Secondary Schools Alliance - Coordinator		
Subjects/Duties		Level	
Begin Date	27/01/2021	End Date	09/07/2021
Regular/Temporary	Fixed Term		
Hours	19.00		
Reference #	1210755		
Contact Name	Belinda Hudak		
Phone	0419 351 993		
School Website	www.milsen.vic.edu.au		
Apply By	17/01/2021		

Position Descriptions

Visible Internal and External
Description Type Selection Criteria

Description	SC1	<i>Demonstrated understanding of the Education Departments initiatives and how they relate to the goals of the Mildura Secondary School Alliance. These initiatives include the Australian Professional Standards for Teachers, the Principles of Teaching and Learning and the Framework for improved Student Outcomes.</i>
	SC2	<i>Demonstrated behaviours and attitudes consistent with Department values, including a commitment and capacity to actively contribute to and manage major curriculum development and a commitment to continually improving teaching quality and capacity through the application of knowledge, skills and expertise derived from ongoing professional development and learning.</i>

SC3	<i>Demonstrated high level written and verbal communication skills. A high-level interpersonal skill including the capacity to establish and maintain collaborative relationships with teachers, school leaders and the broader school community to advance the goals of the Mildura Secondary School Alliance.</i>
SC4	<i>Demonstrated ability or capacity to align schedules and coordinate professional learning activities or events to meet needs of the Mildura Secondary School Alliance.</i>
SC5	<i>Demonstrated ability to maintain a high-level of reporting and documentation to support the Mildura Secondary School Alliance and report on the VCE Collaboration Fund initiative. Including the skills and the capacity to write grants/applications to further the initiatives of the Mildura Secondary School Alliance.</i>

Visible Description Type Internal and External Role

Description The classroom teacher classification comprises two salary ranges- range 1 and range 2. The primary focus of the classroom teacher is on the planning, preparation and teaching of programs to achieve specific student outcomes. The classroom teacher engages in critical reflection and inquiry in order to improve knowledge and skills to effectively engage students and improve their learning.

As the classroom teacher gains experience his or her contribution to the school program beyond the classroom increases. All classroom teachers may be required to undertake other duties in addition to their rostered teaching duties provided the responsibility is appropriate to the salary range,

qualifications, training and experience of the teacher.

Classroom teacher Range 2

Range 2 classroom teachers play a significant role in assisting the school to improve student performance and educational outcomes determined by the school strategic plan and state-wide priorities and contributing to the development and implementation of school policies and priorities.

A critical component of this work will focus on increasing the knowledge base of staff within their school about student learning and high quality instruction to assist their school to define quality teacher practice.

Range 2 classroom teachers will be expected to:

- Have the content knowledge and pedagogical practice to meet the diverse needs of all students
- Model exemplary classroom practice and mentor/coach other teachers in the school to engage in critical reflection of their practice and to support staff to expand their capacity
- Provide expert advice about the content, processes and strategies that will shape individual and school professional learning
- Supervise and train one or more student teachers
- Assist staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.

Classroom teacher Range 1

The primary focus of the range 1 classroom teacher

is on further developing skills and competencies to become an effective classroom practitioner with structured support and guidance from teachers at higher levels and the planning, preparation and teaching of programs to achieve specific student outcomes. These teachers teach a range of students/classes and are accountable for the effective delivery of their programs. Range 1 classroom teachers are skilled teachers who operate under general direction within clear guidelines following established work practices and documented priorities and may have responsibility for the supervision and training of one or more student teachers.

At range 1, teachers participate in the development of school policies and programs and assist in the implementation of school priorities.

The focus of a range 1 classroom teacher is on classroom management, subject content and teaching practice. New entrants to the teaching profession in their initial teaching years receive structured support, mentoring and guidance from teachers at higher levels.

Under guidance, new entrants to the teaching profession will plan and teach student groups in one or more subjects and are expected to participate in induction programs and other professional learning activities that are designed to ensure the integration of curriculum, assessment and pedagogy across the school.

Teachers at range 1 are responsible for teaching their own classes and may also assist and participate in policy development, project teams and

the organisation of co-curricula activities.

Visible Internal and External
Description Type Responsibilities

Project

Description

- The Mildura Secondary Schools Alliance schools have committed to a 4 year strategic plan to support students across our district partnership schools. Partnership schools are: Mildura Senior College, Red Cliffs SC, Irymple SC, Chaffey SC and Merbein P-10 College.
- Schools in the partnership have committed to the Mildura Secondary Schools Alliance by including the MSSA in all AIP 's, staff Performance and Development plans and Strategic plans.
- We are committed to ensuring educational outcomes are high for all students regardless of the school in which students attend in our local area.
- We are committed to increasing opportunities for students to undertake a large variety of VCE and VCE VET subjects and the Mildura Secondary School Alliance broadens and supports student subject choice.
- All schools have committed to one ALL staff meeting each term to discuss curriculum mapping, pedagogy and teaching and learning best practice in Communities of Practice (COP).
- All schools have committed to one Principal and one MSSA Coordinator representative meeting each term to discuss feedback and any supports required for schools individual COP 's.
- We are committed to Pathways for students following completion of Year 11 and 12.
- We aim to continually enhance subject offerings as well as offering subjects based on the ever-changing skill demands of our local district leading to employment opportunities for students following successful completion of Year 12.
- Mildura Senior College is committed to oversee and lead the Mildura Secondary Schools Alliance strategic plan, to ensure success and continuation.

Specific Duties

- Coordinate Communities of Practice Professional Development training for middle leaders.
- Coordinate MSSA all school meetings, liaise with host school and ensure PLT/KLA/Faculty groups have appropriate agendas.
- Coordinate Principals and MSSA Coordinators meetings to review feedback, address any challenges and plan future focus (a minimum of once a term).
- Coordinate Professional Practice Days across MSSA Schools.
- Lead the review and implementation of a Strategic Plan for 2019-2021.
- Lead the development of a Strategic Plan for 2022-2024.
- Lead the development of Annual Implementation Plan for the following year of the Strategic Plan.
- Coordinate the drafting of MSSA annual documentation including agendas, strategic planning and implementation plans.
- Lead the review and complete and submit the required VCE Collaboration fund reporting documents.

Visible Description Type Internal and External
Who May Apply

Description Teachers currently registered or eligible for registration with the Victorian Institute of Teaching and qualified to teach and/or have demonstrated experience in the curriculum area(s) specified for the position.

Visible Description Type Internal and External
EEO AND OHS Commitment

Description The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across

all schools and Department workplaces.

Visible Description Type Internal and External
Child Safe Standards

Description Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Visible Description Type Internal and External
DET Values

Description The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Visible Description Type Internal and External
Other Information

Description Dear Applicant

Thank you for your interest in this vacancy:

- Applicants should address the key selection criteria.
- Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
- Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
- If you have an Employee ID Number, please include it on your application.
- Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).
- A copy of your current **Victorian Institute of Teaching** card will be required if successful

Visible Description Type Internal and External
Conditions of Employment

Description

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External
VIT LANTITE

Description

To be eligible for employment, transfer or promotion in the principal or teacher class a person must have provisional or full registration from the Victorian Institute of Teaching. In addition, from 3 August 2020, to be eligible for employment in the principal class or teacher class, a person who graduated

from a Victorian Initial Teacher Education program after 1 July 2016, must demonstrate that they have passed the literacy and numeracy test for initial teacher education (LANTITE) requirements. This condition is satisfied where the LANTITE requirement is part of the Victorian Initial Teacher Education program completed by the person.

Visible Description Type Internal and External Location Profile

The purpose of the Mildura Secondary Schools Alliance (MSSA) Coordination role is to support the community of practice to meet the goals and targets of the 4 year strategic plan.

This role is funded through the VCE Collaboration Fund and is intended to help schools overcome known barriers in setting up collaborative partnerships, such as insufficient staff time, expertise in managing partnerships, and logistics like timetabling and sharing resources.

Description

The VCE Collaboration Fund has been established to support schools to establish partnerships to broaden subject choice and the quality of offerings for students in rural and regional Victoria. VCE students in rural and regional areas of Victoria typically have fewer subjects to choose from than those in metropolitan areas. Choice of subjects is a key driver for school retention and completion; with engaged students staying at school longer. The choices students make in VCE impact on access to higher education, vocational education and training opportunities and employment prospects. Increasing subject choice at VCE level also allows students to engage in courses that appeal to their interests and abilities.

Partnership schools in MSSA are: Mildura Senior College, Red Cliffs SC, Irymple SC, Chaffey SC and Merbein P-10 College.

Job Postings			
Description	Posting Type	Post Date	Remove Date

Internet	Internal Posting	14/12/2020	18/01/2021
Internet	External Posting	14/12/2020	18/01/2021

Job Information	
Created By	09638123(Heidi Earle)
Created	03/12/2020
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Business Unit	DOEBU(DOE Business Unit)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	Fixed Term-Specific Funding
Status Date	11/12/2020
Date Authorized	11/12/2020
Fixed Term Reason Verified	F

Staffing information	
Region	AUS
Schedule Type	Part-Time
Work Period	DOE Weekly