

POSITION DESCRIPTION

Lead Teacher - Innovation and Excellence - School

DEPARTMENT	ECG Secondary College
REPORTS TO	Principal
DATE	April 2023
POSITION OBJECTIVE	<p>To help lead a culture where student wellbeing and engagement is central to our success measures.</p> <p>To collaborate with the whole school community to identify, scope and develop projects resulting in improved student outcomes.</p>
<p>Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required</p>	

Our Values are reflected in our commitment to:

☆ **Integrity** ☆ **Inclusion** ☆ **Quality** ☆ **Collaboration** ☆ **Safety**

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- Provide a safe and inclusive environment that is free from discrimination
- Empower students and harness their uniqueness through voice and agency
- Ensure equal employment opportunities for all and encourage the participation of under-represented staff
- Celebrate the differences of our people and recognise their unique contributions to our community

Scope of the role

Working across all campuses

Utilising school leadership skills, you will successfully implement education-related projects; from planning through execution and evaluation while maintaining effective communication with stakeholders.

Responsibilities

Engagement portfolio

- Liaise with the Project Administrator — School, and relevant staff to ensure engagement processes and procedures are in place and being followed.
- Ensure best practice in engagement with a focus on providing individualised, quality pathways.
- Represent leadership at Care Meetings/PSG meetings (if required)

Curriculum enhancement

- Work in collaboration with the Lead Teacher - Curriculum to further develop and improve teaching and learning across the school. This includes the development of curriculum for younger years as the school expands.
- Oversee the development and delivery of Respectful Relationships and Cyber Safety curriculum.
- Oversee and improve quality collection of NCCD data linking IEP's, support plans and engagement improvement plans.
- Investigate and develop ICT literacies and innovations within the school.

Student voice and agency

- Develop, deliver and interpret student (and learning community) surveys and forums for input and empowerment.
- Create opportunities for students to have input into the development of school processes and procedures.
- In collaboration with Lead Teacher - Curriculum and education staff enhance opportunities for students to have input into their own learning pathways including the development of goals and the celebration of successes.

Ongoing special projects /research/innovation

- Liaise, and collaborate with school staff, including the school leadership team, to identify areas for development/ continuous improvement.
- Collaborate on the development/delivery of special projects, policies and procedures, improving quality of experience/opportunity for students and daily operations of the school.
- Collaborate with the Project Administrator — School to create, track, evaluate/interpret data subsets in relation to special projects.
- Educate staff to implement new/revised policies and procedures.
- Proactively work towards solutions by being a critical thinker.
- Consult with the senior leadership team on innovative and special projects (when required).

Teaching role

This role will involve classroom teaching as required including leave replacements if necessary.

Lead Teachers may also be required to act as Principal Delegate in some situations.

Organisation wide responsibilities

- Actively participate in and comply with the health and safety systems, policies and emergency procedures in place throughout the organisation including;
 - Promptly and accurately report all hazards, accidents, incidents and near misses;
 - Ensure safe use and maintenance of equipment including PPE for self and student;
 - Maintain a current knowledge of emergency evacuations procedures for all relevant campuses and participate positively in drills and training sessions;
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland policies and procedures
- Contribute to the safety of all students by adhering to the child safe policies, procedures and codes of conduct to ensure all students with CCG are in a safe and inclusive learning environment. CCG is a child safe organisation and is committed to the safety and wellbeing of all students. CCG has zero tolerance for child abuse.

Key performance indicators

- Improvement and development of policies and procedures to appropriate standards.
- Increased student attendance/reduction in absences.
- Development of new curriculum and pathways opportunities.
- Improved completion of quality IEP, support plan and engagement improvement plans across all campuses. (Support collection of NCCD data).
- Evidence of improved student voice and agency within the school — improved student satisfaction data.
- Identification of areas of improvement across the school and the development of quality teaching and learning practices.
- Improved process and procedures to enhance practice.
- Respectful Relationships and Cybersafety programs imbedded into curriculum and being delivered.

Key selection criteria

- Curriculum and pathways knowledge.
- Demonstrated leadership experience.
- Experience in policy and procedure creation including collaboration and consultative processes in relation to content and delivery.
- Ability to work as an effective member of a team, as well as the ability to exercise autonomy where required.
- Highly developed computer literacy.
- Demonstrated skills in action research and the ability to show self-reflective enquiry.
- Wellbeing and engagement experience (valued)

Mandatory requirements

- Current VIT Registration
- Victorian Drivers Licence

Qualifications

- A relevant teaching qualification. (Experience in the teaching of alternative senior pathways preferred)

Functional relationships

Key internal

- Students
- Teachers
- Principal
- Welfare Staff
- Administrative staff
- Compliance Team

Key external

- Parents/Guardians
- Government Departments
- Secondary Schools

Please note:

CCG will not engage, employ, contract or otherwise deal with any *Disallowed Person* as defined by the Standard VET Funding Contract Skills First Program.

The term ‘Disallowed Person’ applies to both registered training organisations and *Relevant Persons* at registered training organisations where the registered training organisation has, since 1 January 2011, been subject to any of the following actions for performance reasons:

- A VET Funding Contract termination
- Termination of an ‘Other VET Funding Arrangement’
- Registration cancellation, revocation or suspension (whether by the VRQA or ASQA)
- Restrictions imposed on registration (whether by the VRQA or ASQA)

If you are a “Disallowed person” as described above it is your duty to disclose this and as such will not be eligible for this position within CCG.

A *Disallowed Person* can be an individual (natural person) or an ‘entity’ (including a body corporate, partnership, association, governmental or local governmental authority or agency).

A *Relevant Person* means an individual who has been an Executive Officer or High Managerial Agent, or at a sufficiently high level within an organisation to have exercised a material degree of control or influence over the management or direction of the organisation in relation to training delivery.

Declaration

I have read, understand, and accepted the above Position Description.

I understand that the roles, functions and key performance indicators in this position description, form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: