# Executive School Engagement Lead

**POSITION NUMBER** 0056733

**UOM CLASSIFICATION / SALARY** Level B - $110,236 - $130,900 per annum pro rata

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Part-time (minimum 0.4 FTE) or full-time opportunity available

**BASIS OF EMPLOYMENT** Fixed term available for 12 months  
Work Focus Category: Academic Specialist

**HOW TO APPLY**  
Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number. Please limit cover letter to two pages.

Indigenous applicants are encouraged to apply.

**CONTACT FOR ENQUIRIES ONLY**  
Annie Rapoport, Senior Manager Academic Services  
anne.rapoport@unimelb.edu.au  
+61 479 182 590

*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, Advancing Melbourne, at https://about.unimelb.edu.au/strategy/advancing-melbourne

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment.

OCCUPATIONAL HEALTH AND SAFETY (OHS)
All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

**ABOUT THE ROLE**

**Position purpose:**

The Executive School Engagement Lead plays an important role in the success of MGSE’s Professional Experience Program and the quality of the student and partner school experience, cultivating and maintaining strong relationship with MGSE’s partner schools to ensure that all Teacher Candidates have access to the placements they require to progress through their course. The role supports a model of reciprocal engagement and a high quality of professional experience for our Teacher Candidates across a number of key teacher education programs including our newly redesigned Master of Teaching Early Childhood, Early Childhood & Primary, Primary and Secondary courses. The role is also responsible for implementation of engagement strategies.

This role works closely with the Professional Experience Manager and their team of professional experience officers as well as with the Director of Professional Experience who represents academic leadership in this space. The Executive School Engagement Lead uses their thorough knowledge and experience of the Victorian school sector to make contact and build sustainable relationships with Principals and Student Teacher Coordinators across government and independent schools, visiting our partners in person to build MGSE’s visibility and support a reciprocal understanding and fulfilment of the needs of both parties. MGSE offers its partners a range of tools, resources and opportunities as part of its commitment to partner engagement, and the Executive School Engagement Lead promotes these with partners while also working to further MGSE’s understanding of what further provision would best support them. As part of this dialogue partners are updated on opportunities to host MGSE’s Teacher Candidates. Consistent and thorough communication with the Professional Experience Manager is expected to ensure that these opportunities are promptly followed up by the Professional Experience & Partnerships team.

**Core Accountabilities:**

**LEADERSHIP**

- Ensure that partnership arrangements are in place to enable all Teacher Candidates to undertake placements for practicum subjects
- Instigate regular visits to schools to establish, monitor and support partnerships
- Meet with principals and other key personnel to promote the Master of Teaching and other MGSE programs with a practicum component
Liaise with the Course Coordinators, Clinical Teaching Practice Coordinators and Professional Experience Manager to monitor size and location of school and centre groups.

Ensure that there are effective partnerships, regular communication, and planning interactions with professional experience academics and professional staff involved in school and centre placements.

Participate in committees where required.

Work with staff from the Dean’s office to assist with presentations to visiting delegations and site visits to partnership schools.

Contribute to the broader MGSE school and centre partnerships activity as required by the Dean.

**ENGAGEMENT**

Promote the Master of Teaching to other University of Melbourne faculties and external institutions.

Engage in ongoing evaluation of the Master of Teaching, particularly with regard to the monitoring of the success of partnerships.

Contribute to ongoing evaluation research into programs.

**Reporting line:** Director of Professional Experience

**No. of direct reports:** 0

**No. of indirect reports:** 0

**Direct budget accountability:** N/A

**Key Dimensions and Responsibilities:**

- **Task level:** Significant
- **Organisational knowledge:** Moderate
- **Judgement:** Significant
- **Operational context:** Academic Division

**Selection Criteria:**

**ESSENTIAL**

- Relevant academic qualification, extensive knowledge of Victorian school systems and extensive experience in school leadership, or school partnerships

- Excellent understanding of internal and external influences shaping the provision of initial teacher education, in particular the professional experience component

- Demonstrated capacity to develop and maintain stakeholder networks and strategic relationship management
o Demonstrated deep understanding of the theoretical framework of evidence-based, interventionist clinical models of pedagogy and individualised learning informing the Master of Teaching

o Demonstrated high-level organisational, problem solving and project management skills, including the ability to plan and organise self and others to ensure the completion of tasks

o Demonstrated ability to be adaptive and accepting of new ideas, and a willingness to approach new challenges and adjust to plans to meet new priorities

o Demonstrated ability to contribute to the strategic direction of the Graduate School, particularly in relation to matters within this portfolio

o Excellent communication, persuasion and engagement skills

o Valid driver’s license with access to a car for visiting partnership schools/centres (travel expense allowance will be provided)

DESIRABLE KNOWLEDGE AND SKILLS

- Doctoral degree or substantial progress towards a doctoral degree in education/teaching, or a relevant area

Other job-related information:

- Unrestricted right to work in Australia;
- Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- Some out of hours work may be required;
- This position is based at the Parkville site; and
- Leave will not always be approved during school term periods.