



## Position description

### Professional Practice Consultant (Early Years 0-8)

Department/Unit	Education Faculty Activities
Faculty/Division	Faculty of Education
Classification	HEW Level 8
Work location	Clayton campus
Date document created or updated	27 March 2017

#### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The **Faculty of Education** is nationally and internationally recognised for excellence in teaching and research. Operating across three campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy, and community action around the world.

Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary and secondary education, a wide range of postgraduate coursework and research degrees in education, counselling, psychology and educational and organisational leadership. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time.

For more information about the faculty, please visit our website: [www.education.monash.edu.au/](http://www.education.monash.edu.au/)

#### Position purpose

The Professional Practice Consultant supports the faculty's professional experience functions through an internal focus on student support and an external focus on partner support. The incumbent is required to support students' progress in professional practice and their professional readiness within teacher education courses at the undergraduate and graduate levels prior to, during and post placement.

This position will sustain partnerships with placement partners, with an emphasis on Early Years (0 – 8 years of age) which may include schools, early years settings and community-based sites.

**Reporting line:** The position reports to the Professional Practice Manager under broad direction working with a degree of autonomy

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Manage & deepen relationships with partners/partner sites that have been identified as key placement partners, supporting the placement needs of the Faculty and external stakeholders
2. Orient partner placement sites and supervisors to the supervision requirements which best support student learning during placement, and facilitate professional learning opportunities for partners as required
3. Conduct pre-placement workshops and sessions to ensure students' readiness for placement and their understanding of particular placement initiatives
4. Respond to notifications of concern referred by the Professional Experience Office in order to support student progress and school partners
5. Monitor the effectiveness of the placement experience, including traveling to external placement locations, and identify strategies for improvement
6. Monitor professional experience reports to confirm and submit grades in association with the Professional Experience Adviser, consulting with academic staff around student progress made during placement and identify implications for teaching and learning
7. Enter and maintain records of partners and students on specified databases, liaise with appropriate internal stakeholders to resolve issues, require improvement or recognition, to provide positive and proactive solutions
8. Work with the Professional Experience Liaison in their academic role to create and operationalise new partnership arrangements
9. Work in collaboration with the Professional Practice Manager to contribute to the strategic planning and direction of the Professional Experience program in the faculty

## Key selection criteria

### Education/Qualifications:

1. The incumbent should possess:
  - undergraduate or postgraduate qualifications in initial Teacher Education (Early Years 0 -12), with extensive and relevant teaching experience or,
  - an equivalent combination of relevant experience, and/or education/training in Early Years

### Knowledge and Skills

2. Excellent interpersonal skills to build and maintain specialist working relationships at all levels, across diverse groups including colleagues, academic and professional staff and potential/current external partners (Early Years) from diverse social and cultural backgrounds and locations
3. Demonstrated ability to solve complex issues relating to the placement of students, partnership maintenance, the ability to prioritise tasks, manage time and work effectively under pressure to meet tight deadlines
4. Proven experience in or capacity to supervise students' professional practice and career progression
5. Understanding of relevant professional standards eg The Australian Professional Standards for Graduate Teachers
6. High-level written and oral communication skills, including experience in public speaking and the ability to develop rapport with targeted audiences
7. Strong analytical skills and the ability to interpret policies and communicate complex procedures to partners, students and staff
8. Demonstrated ability to provide innovative solutions to placement issues by using initiative and making decisions aligned to embedded policies, whilst working effectively and cooperatively in a team environment
9. Excellent skills in the use of technology such as corporate databases and the use of software packages such as Microsoft Word, Excel and PowerPoint

## Other job-related information

- Travel (e.g. to other campuses of the University) and to external partners may be required
- Out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted
- Possession of a current Victorian driver licence is required
- A current satisfactory Working With Children Check required

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

## Organisational chart

