

# LEAD EDUCATION SPECIALIST - POSITION DESCRIPTION

## TEACHAR PROGRAM

## EASTERN REGION

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	TEACHaR Program Manager
<b>Program</b>	TEACHaR
<b>Hours</b>	Full Time
<b>Hours per week</b>	38
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	
<b>Location</b>	The incumbent will be based at Central Office in Collingwood and required to work at key regional service sites.
<b>Reporting Relationship</b>	This position reports directly to the Director Project Development & Innovation.
<b>Effective date</b>	<a href="#">Click here to enter a date.</a>

## Overview of program

Research has shown that children and young people in Out of Home Care (OOHC) are one of the most disadvantaged and marginalised cohorts in our society. These children also experience poorer educational outcomes in comparison to the general student population.

In 2013 Anglicare Victoria embarked on a journey to explore ways in which the organisation and the service system as a whole could improve the educational outcomes for children and young people residing in OOHC. The result was the TEACHaR program ('Transforming Educational Achievement for Children in Home-based and Residential care'). TEACHaR is an aspirational and flexible education program which provides targeted educational support to children and young people residing in OOHC, facilitated by registered teachers. The program also works collaboratively with schools, case managers, DHHS and DET, providing consultation, information and professional development, and student advocacy, particularly in the context of student's experiencing school disengagement, underachievement and complex behaviours.

## Position Objectives

The Program Manager position will form part of the broader Out of Home Care system within Anglicare Victoria. There are a number of key components of the positions which include:

1.	Manage and lead the TEACHaR Program, including staff, external relationships, quality monitoring and reporting.
2.	Ensure that all service standards and targets are met, and that appropriate processes are in place to enable continuous improvement of services.
3.	Ensure all TEACHaR Lead Teachers and staff are working to a consistent service model and oversee the implementation of organisational policy, standards and procedures.
4.	Develop program budgets and business plans, and ensuring business plan objectives and budget targets are achieved.
5.	Work with the Research Team ensure the identification & collection of appropriate data, and provide regular reports to the Director Project Development & Innovation

## Key responsibilities

As an educational specialist with this program you will work with Anglicare Victoria's Residential Care team to:

The key responsibilities are as follows but are not limited to:

1.	Provide high level leadership, supervision and support to the TEACHaR program.
2.	Lead the development, implementation and evaluation of an annual Program Business Plan designed to support Anglicare Victoria's Strategic Agenda and oversee monitoring and performance data collection for reporting.
3.	<p>Resource Management</p> <ul style="list-style-type: none"> <li>• Develop Program budgets in accordance with parameters set by Finance Department.</li> <li>• Monitor income and expenditure, manage to budget targets and identify and implement efficiencies. Where significant adjustments to budget are required, develop the business case.</li> </ul>
4.	<p>Continuous Improvement &amp; Growth</p> <ul style="list-style-type: none"> <li>• Actively explore opportunities for continual improvement of standards of service, organizational processes, practices and consistency across the program.</li> <li>• Monitor and report on the educational needs of OoHC clients and new service opportunities and support the development of recurrent or new funding submissions.</li> </ul>
5.	Recruit, supervise and professionally develop program staff and nurture a positive and stimulating team environment, characterised by cooperation and willingness to work toward organisational objectives.
6.	Develop and maintain relationships and cooperative arrangements with regional staff, funding bodies, community service providers and other key stakeholders relevant to the program.
7.	In conjunction with the Director Project Development & Innovation and Quality Managers, proactively manage risks including: service performance, outcomes, critical incident and complaints.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 <p><b>Role Specific</b></p>	<p>1. Tertiary qualifications (Education), current Victorian Institute of Teaching (VIT) registration and considerable experience as a senior teacher with previous supervision, leadership and management experience.</p>
	<p>2. Ability to lead, manage and motivate staff and create a workplace culture based on cooperation, teamwork and common pursuit of organizational objectives.</p>
	<p>3. Experience and understanding</p> <ul style="list-style-type: none"> <li>• Demonstrated teaching skills and the ability to engage students with complex needs in learning.</li> <li>• Demonstrated understanding of how trauma affects a student's learning.</li> <li>• Understanding and experience of flexible learning approaches.</li> </ul>
	<p>4. Demonstrated commitment and capacity to actively develop and lead whole of program improvement initiatives, and commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity.</p>
	<p>5. Demonstrated ability to manage competing priorities and complex situations with well-developed mediating and negotiating skills.</p>

## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

## **Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

## **Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position and leave is consistent with DET school holidays.
- The Program Manager is entitled to 7 weeks leave per year. This includes 4 weeks leave over Christmas school holidays and one week of every term break.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### Employee

Name:

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Signature:

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Date:

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