Job Description

Department: Mill Park Secondary College  
Classification: Leading Teacher  
Position Description: Teaching and Learning Coach  
Subject/Duties: Level: Secondary Years 7-12

Begin Date: 28/01/2015  
End Date: 27/01/2018  
Employment Type: Ongoing  
Time Fraction: 1.00  
Reference #: 861533  
Apply By: 24/08/2014

Location Profile

At Mill Park Secondary College we are focused on improving the individual learning outcomes of all our students. Our curriculum encourages students to be creative in their thinking, to achieve high standards, and to develop their learning through diversity of choice. It is a vibrant school community, offering a diversity of excellent programs. The College has approximately 1600 students on two campuses, the Middle Years Campus (Years 7-9) in Mill Park and the Senior Campus (Years 10-12) in Epping and serves a wide area including Mill Park, Bundoora, South Morang, Greensborough, Epping and extends into the rural fringe towards Whittlesea and Plenty.

The College identifies that learners have different needs at different stages of their education. The Middle Years Campus allows students to make the transition to secondary school in a dynamic, creative and stimulating learning environment, while our Senior Campus allows students the opportunity to specialise in a wide range of academic pursuits. A young adult learning environment has developed at the Senior Campus where students are welcomed as independent learners.

A leader in educational innovation, the College has an outstanding record in student achievement and well-being. We understand and meet the individual needs of students and then work together to help them make responsible decisions for their future.

Mill Park Secondary College operates on a set of four agreed values: Respect, Responsibility, Achievement and Enjoyment. These values form the basis for all interactions between staff, students, parents and the broader community as collectively we work to support our students through their education. Ultimately our aim is to ensure our students enter the world as well-educated and well-rounded individuals who have achieved everything they are capable of.

Mill Park Secondary College offers extensive and diverse curriculum choices at all year levels.

Our comprehensive Middle Years curriculum prepares students thoroughly for their Senior Years by building on prior learning in core subjects, while simultaneously exposing students to a broader range of Science, Arts and Technology subjects.

Our Senior curriculum provides students with a comprehensive choice of electives, allowing them to specialise and follow their interests and passions in Victorian Certificate of Education (VCE), Vocational Education and Training (VET) and Victorian Certificate of Applied Learning (VCAL).

Mill Park Secondary College offers a Select Entry Accelerated Learning (SEAL) Program for gifted and talented students, which begins in Year 7 and continues throughout their secondary schooling. The program caters for gifted and talented students who are characterised by an advanced speed of learning and a capacity for remarkably high standards of performance compared with students of the same age. Students are placed in accelerated classes and enjoy the intellectual stimulation of students with similar learning profiles. They accelerate through Years 7 through 10 in three years and have a three-year VCE with broadened opportunity for subject choice.

Student leadership is encouraged through the SRC, membership of College Council committees, participation in community activities and programs such as Peer Support/Peer Mentoring/Kids Helpline and the Supportive Friends program.

Mill Park Secondary College has gained an outstanding reputation for its innovative visual and performing arts programs in Years 7-12. All students are encouraged to be creative. Students participate in major Arts events each year including the Arts Festival, Song and Dance Celebration and Annual College Production. The Mill Park community looks forward to these annual events. Students study music and can also access instrumental music lessons, participate in choirs, ensembles and bands.

Mill Park Secondary College encourages participation and excellence in all areas of Sport and Physical Education. Students study Physical Education, compete in swimming and athletics carnivals, house events as well as interschool competitions. Students have access to excellent sporting facilities including an `A Grade' multipurpose sporting field at the Senior Campus.

For further information refer to the College website: www.millparksc.vic.edu.au

Who May Apply

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.

Other Information

- 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 www.education.vic.gov/hrweb/Pages/default.aspx
Selection Criteria

SC1 Demonstrated high level understanding of initiatives in student learning including the Principles of Learning and Teaching P-12 and Assessment and Reporting Advice and the capacity to provide leadership in the alignment of these areas.

SC2 Demonstrated outstanding classroom teaching skills and the capacity to support colleagues to continually improve teaching and learning.

SC3 Demonstrated high level ability to monitor and assess student learning data at the individual, cohort and whole school level and to use this data to inform teaching for improved student learning.

SC4 Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff and contribute to the leadership and management of the school.

SC5 Demonstrated commitment and capacity to actively contribute to and lead whole school improvement initiatives, manage major curriculum or student activities and a commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity.

SC 6 Improvement focused with outstanding personal qualities including perseverance, resilience, problem solving and respect.

Role

• Leading teachers will be highly skilled classroom practitioners and undertake leadership and management roles commensurate with their salary range. The role of leading teachers is to improve the skill, knowledge and performance of the teaching workforce in a school or group of schools and to improve the curriculum program of a school.

• Typically, leading teachers are responsible for coordinating a number of staff to achieve improvements in teaching and learning which may involve the coordination and professional support of colleagues through modelling, collaborating and coaching and using processes that develop knowledge, practice and professional engagement in others.

• Leading teachers are expected to lead and manage a significant area or function within the school with a high degree of independence to ensure the effective development, provision and evaluation of the school’s education program.

• Leading teachers will be expected to make a significant contribution to policy development relating to teaching and learning in the school. A leading teacher has a direct impact and influence on the achievement of the school goals.

• Leading teachers are usually responsible for the implementation of one or more priorities contained in the school strategic plan.

Responsibilities

In recognition of the importance of leadership and management combined with exemplary teaching practice for improved student learning outcomes, the key roles of this leadership position include but are not limited to:

• demonstrating high level; classroom teaching skills, knowledge of curriculum and pedagogy and coaching and leadership skills

• working closely with the College Leadership team to build staff capacity around highly effective student learning and pedagogy, and the College’s Strategic plan

• coaching and mentoring staff members; developing collegiality; building a learning and development culture; modelling innovative teaching styles and encouraging appropriate professional development

• demonstrating an active commitment to the College and Campus Leadership Teams and a strong commitment to personal leadership growth

• employing a range of leadership techniques with staff, including teaching demonstration lessons, in class coaching, mentoring, running and coordinating professional development in student engagement.

• assisting staff in the use of data to inform teaching practice, developing plans for differentiated instruction, and developing effective pedagogy with the aim of improving student engagement and learning outcomes.

• demonstrating active commitment to the Improvement Focus Group in implementation of the strategic plan and DEECD/NMR initiatives

• improving teacher capacity through the leadership and management of staff in Professional Learning Teams

• contributing to the overall leadership and management of the school and supporting a whole school focus on improving student outcomes

• working with the college coaching team to develop a college wide Coaching and Professional Learning Strategy.

• leading the professional learning of the college’s integration aides to best support the engagement of students in the PSD program.

EEO & OHS Commitment

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.

Additional Information:

Candidates are directed to the school website for further information: www.millparksc.vic.edu.au.

A package of information on the school is also available on request.

Applications must be submitted via Recruitment On Line by the due date and candidates are asked to provide the names and phone and email contact details of a minimum of three professional referees.

A tour of the school [both campuses] will be held on both Thursday 14 August and Thursday 21 August at 4.00pm. Please contact Fernanda Strangis on 03 9407 9700 to register your attendance at one of these tours.