

Position Description

Position Title	SEDA Group Program Coordinator
Department	Operations
Reports To	SEDA State Manager

Overview:

SEDA Group Pty Ltd delivers senior secondary and VET curriculum using an applied learning pedagogy, which means hands-on learning happens both inside and outside of the classroom. Through this applied learning model, students have a deeper connection to their education, resulting in enhanced engagement levels. The program was established in 2006 to meet the needs of young people whose education preference is for applied, context relevant, learning experiences. SEDA Group Pty Ltd achieves quality learning outcomes by tapping into students' interests and building a curriculum that is hands on and embedded in an industry that they are passionate about. This results in mature, resilient and capable young men and women who on completing their secondary education are empowered with a range of pathway choices, be it further education or employment pathways.

Students also undertake industry placement and community development project work as part of the program, to develop their work readiness and community awareness.

SEDA Group promotes strong relationships between students and staff. The 'one teacher, one classroom' model allows the teacher to know each young person, their personal circumstances and their career aspirations. The teacher works with each student to develop their confidence as learners and skills for life.

Our vision is that students benefit from being exposed to a range of learning opportunities, allowing them to develop their personal and career aspirations.

It is our intention to produce graduates who are confident learners, care for and about others and are optimistic about their future. Our hope is that they will be well-rounded individuals who want to make a difference on both the local and global stage.

What makes for an engaging education? For us, the key component is interest-based learning. SEDA promotes a model of learning that places the student and their life choices at the centre of everything we do. Young people and their families choose SEDA because it connects their interest to their education.

SEDA Group is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this

environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

SEDA Group Program Coordinator

The Program Coordinator is the direct line manager of the most important student facing staff member – the SEDA teacher. The Program Coordinator is the link between SEDA Group and its classes and as such, the role is vital in ensuring a positive student experience.

SEDA Group offers industry leading employment conditions

SEDA Group is committed to the following shared values:

- Integrity
- Innovation
- Professionalism
- Collaboration

Position Overview

SEDA Group Program Coordinators are responsible for overseeing the teaching, learning and assessment within the Sports Development Programs. Regular travel is required as part of the role, with the role based from the most practical and negotiated venue.

Expectations

THE PROGRAM	
Key Accountabilities	Overview
Teacher effectiveness	<ul style="list-style-type: none"> • The primary role and responsibility for the Program Coordinator is to ensure that teaching staff are highly effective in their roles with particular attention being paid, but not limited to; <ul style="list-style-type: none"> - Student Career Development Plans (My Plan) - Annual industry partner work plans - Student work placement - Professional standards of both students and Staff - Supporting the social media targets - Effective use of MYSEDA - Maintaining positive relationships with relevant industry staff and local government. • Use informed management and coaching practice to drive improvement in teacher effectiveness. • Lead performance management processes.

Parent relationships	<ul style="list-style-type: none"> Lead the teacher in the development and maintenance healthy and productive relationships with parents
Teaching and Learning	<ul style="list-style-type: none"> Lead Teachers in the delivery of curriculum to best practice standards. Guide and coach teaching staff with relation to best practice within the classroom.
Student management and wellbeing	<ul style="list-style-type: none"> Lead the staff member in the management of student wellbeing issues (and liaison with parents) associated with the program in conjunction with the SEDA Wellbeing Coordinator. - Take an active role in the management of more significant issues.
Child Safe	<ul style="list-style-type: none"> Follow the SEDA Group policy on Child safe and Mandatory reporting Adhere to the expectations described in the staff code of conduct
Colleagues	<ul style="list-style-type: none"> Develop and maintain positive working relationships with SEDA Group staff at all levels. Actively share best practice
PERFORMANCE MEASUREMENT	
Key Accountabilities	Overview
Student Outcomes	SEDA Group Staff will be measured against the outcomes of student My Plan
Key Stakeholder Surveys	Students and parents will be surveyed bi-annually to determine program satisfaction, including net promoter score
Staff assessment	Spot assessment of students to measure progress of myPlan
Active Promotor	As a SEDA Group Program Coordinator you are required to actively promote the program.
SUPPORT	
Key Areas	Overview
Professional Development	<ul style="list-style-type: none"> You will be provided with access to professional development, and ongoing coaching from your line manager. SEDA Group has a mentoring program that all staff are encouraged to participate in.
Assistance	<ul style="list-style-type: none"> Attend and participate or lead relevant department meetings, planning workshops and professional development Undertake other duties which are appropriate to the level of the position, as directed by SEDA Group management Act in accordance with SEDA Group values and policies and procedures Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety. Other duties as directed by management which are appropriate to the level of the position and in accordance with incumbent's skills and competence.

	<ul style="list-style-type: none"> • Maintain Working with Children’s Check and TRBWA registration • Deliver key elements of curriculum as required
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Key Selection Criteria

Skills and Experience

- Experience in teaching young people in WACE and VET
- Knowledge and understanding of curriculum, assessment and reporting requirements, including the capacity to write curriculum
- Effective presentation and facilitation skills, and ability to use a range of teaching methods to engage students
- Well-developed verbal and written communication and interpersonal skills, with proven ability to build rapport, and interact effectively with a broad range of people at all levels
- Capacity to build and maintain collaborative working relationships with others
- Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances
- Ability to use problem solving skills to identify problems and establish an appropriate solution.
- Proficiency in using ICT and relevant software and database packages.

Qualifications

✓ **Tick**

- Teachers Registration Board of Western Australia registration
- Certificate IV in Training and Assessment TAE40110
- Current First Aid qualification
- Current Driver’s License
- Working with Children Check (WWC)

- A six-month probation period applies to full and part time positions of more than 6 months

The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.



Position Description Acceptance

I _____ (*Incumbent Name*) have read and, understood the above
Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....

