

Position Description

SEDA Group (SEDA) is a leading provider of hands-on education that delivers senior secondary and post-secondary qualifications that are designed to engage, educate and empower young people as they transition onto employment or further education.

Position title:	Teacher – Melbourne United Sport & Business Program
Immediate Manager:	Operations Manager
Status	Full Time
Term	Initial 2-year Fixed Term Contract
Location	Victoria
PD reviewed date	August 2021

About SEDA GROUP

SEDA Group (SEDA) is an applied learning education provider, known for successfully developing a model of Senior Secondary Education combining Vocational Education and Training (VET) both inside and outside the classroom. Now a national organisation, we focus on individual learning and enabling our students to build transferrable skills that will prepare them for a successful future.

Across Australia SEDA partners with over 50 leading national, state, and local sport, recreation, building and trade organisations. We are highly regarded for empowering, supporting and believing in young people. Our staff ensure all students learn in a safe and inclusive environment. In addition, our staff and teachers undertake their roles with a commitment to:

- Integrity
 - We act with transparency, honesty and fairness. We own our decisions and behaviours.
- Innovation
 - We encourage new thinking, listen to ideas and have an open mind
- Professionalism
 - We set high standards, give our best and are consistently reliable. We deliver on commitments
- Collaboration
 - We work in partnership willingly. We share challenges and successes

Purpose of the role

SEDA Group

w seda.edu.au

e info@seda.edu.au

p 1300 777 332

ABN 80 145 751 962

RTO Provider Number 22503

SEDA's Melbourne United Sport and Business Program is a dual-Diploma program comprised of the SIS50612 Diploma of Sport Development, and the BSB50215 Diploma of Business. The program is designed to provide post-school students with the opportunity to move into further study with a range of higher education

providers or to transition into the workforce, equipped with the knowledge and skills for a successful future. SEDA requires passionate, energetic and positive teachers to make a valuable contribution to the program, and to the development of our students.

Our teachers are responsible for facilitation, training and assessment within the program. They have a flexible working environment, with the autonomy to create high-quality teaching and learning experiences and a direct influence over student outcomes and work-related skill development.

Our teachers have access to the latest educational and industry resources to enhance the learning experience and are responsible for bringing the learning experience to life by managing key relationships with sporting and community partners. However, the most important relationships exist within the learning environment itself and with the students in the program. Our teachers are responsible for ensuring that these are consistently strong and productive.

In addition to managing standards and expectations in the classroom and in the field, our teachers are active promoters, and contribute significantly to student engagement, retention, attendance and completion. Teachers are located at approved venues within the local community, and at times will be required to undertake duties and tasks off-site and outside of normal business hours.

Key Duties

- Developing and implementing an engaging program of learning with strong connections to our program partner, Melbourne United;
- Creating a suite of impactful student experiences that align to the curriculum;
- Leading and coaching each student through the development of a tailored career development plan (MyPlan), that is designed to record, monitor and manage skill and career development milestones throughout the program;
- Successfully contributing to the development and delivery of strategic industry projects to ensure quality outcomes for students and for Melbourne United;
- Providing mentoring and guidance with respect to employment or further study pathways;
- Fostering a positive and inclusive learning environment for students;
- Contributing to the ongoing evaluation and improvement of our program, and identifying opportunities for growth.

Primary Responsibilities

SEDA Group

w seda.edu.au

[e info@seda.edu.au](mailto:info@seda.edu.au)

[p 1300 777 332](tel:1300777332)

[ABN 80 145 751 962](#)

[RTO Provider Number 22503](#)

Accountabilities	Overview
MyPlan	<ul style="list-style-type: none"> • Lead and coach each student through the development of an individual plan (MyPlan), that is designed to record, monitor and manage skill and career development milestones throughout the program • In conjunction with key internal personnel, engage students in all aspects of the development and completion of their individual plan including: <ul style="list-style-type: none"> ○ Curriculum milestones ○ Core skills ○ Professional standards ○ Career/Pathway planning ○ Placement/Volunteer Opportunities
Teaching (Training and Assessment)	<ul style="list-style-type: none"> • Deliver the requisite training and assessment as per relevant strategies, timetables, and other related documents. • Participate in the ongoing review and development of curriculum • Assist with the quality assurance process as required • Contribute to the development of high-quality student projects and events, ensuring a strong connection to industry and partner outcomes • Demonstrate creativity in the design of a range of student experiences that complement learning • Support student advancement across all ability levels, ensuring that students are challenged through their learning • Maintain student records of attendance, engagement, and progression.
Student Practical Placement and Industry Experience	<ul style="list-style-type: none"> • Utilise the planning phase to assist students in establishing meaningful practical placements that are linked to their future pathways • Develop a culture within the class where students enthusiastically volunteer their time to add to their skill sets, experience levels and connection with the industry and community.
MySEDA	<ul style="list-style-type: none"> • Utilise the online learning system (MySEDA) to assist with the successful delivery of the program • Utilise the online learning system to access and maintain student information, attendance and engagement, curriculum management and student reporting. • Utilise the online learning system for internal and external program communications including calendar management and parent information.
Stakeholder Management	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with SEDA staff at all levels. • Develop and maintain a positive rapport with each student, understanding their individual personality traits, preferred learning styles, vocational interests and career aspirations. • Develop and maintain positive relationships with industry staff to ensure the best possible skill development outcomes for students and contextualisation of the SEDA Model.

	<ul style="list-style-type: none"> • Develop and maintain partnerships with schools, community organisations, sporting partners, industry representatives, employers and local government. • Connect regularly with SEDA year 11 & 12 programs (teachers, students and parents) to build confidence and awareness in the SEDA Diploma pathway.
Leadership/Teamwork	<ul style="list-style-type: none"> • Demonstrate leadership in relation to curriculum development, student experiences and the overall learning journey • Work as an effective team member, sharing responsibilities and working collaboratively with others to meet team objectives • Collaborate with staff/ team to ensure best outcomes for young people enrolled in the program
Compliance and continuous improvement	<ul style="list-style-type: none"> • Participate in compliance related activities as directed by Management, such as: <ul style="list-style-type: none"> ○ Validation and moderation ○ Pre-training reviews ○ Equipment and resource replenishment ○ Industry consultation ○ Professional development • Participate in the evaluation and improvement of the program on a regular basis • Maintain vocational competency and industry currency through a range of professional development activities annually.
Associated Duties	<ul style="list-style-type: none"> • Attend and participate in relevant department meetings, planning workshops, program information sessions and professional development activities • Ensure that student performance related issues are addressed promptly and comprehensively, utilising support staff where necessary • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety. • Act in accordance with SEDA Group values and policies and procedures • Follow the Child Safe and Mandatory reporting policy and maintain professional registrations (including Working with Children Check) • Undertake other duties that are appropriate to the level of the position, as directed by the Operations Manager.

Key Relationships

Internal	External
Sports Industry Program students	Key Community Groups
Program Support Staff E.g. Student Services Coordinator, Operations Coordinator, Programs Manager etc.	SEDA Group's Key Sports Partners and Industry Stakeholders

SEDA Group

w seda.edu.au

e info@seda.edu.au

p 1300 777 332

ABN 80 145 751 962

RTO Provider Number 22503

Training Operations Team (incl. General Manager & RTO Manager)	Prospective Students & Parents
SEDA Group Partnerships Team	Key Industry Contacts
SEDA Group Ambassadors	Schools and Licensees (SEDA and other)

Skills, Knowledge and Experience

- Tertiary qualifications in Education, Physical Education, Human Movement, Sport, Business, or similar
- Full Registration with the Victorian Institute of Teaching (or approved equivalent), and relevant (multi-year) experience in teaching and mentoring young people in sports, community, education and related settings
- Vocational competencies at least to the level being delivered and assessed
- Current industry skills, and current knowledge and skills in vocational training and learning
- Experience in playing and coaching sport and/or working in the sport and recreation industry
- Effective presentation and facilitation skills, and demonstrated ability to use a range of methods to engage students or young adults
- Proven ability to show initiative, work autonomously and productively as part of a team, and establish and maintain professional relationships with both key internal and external stakeholders
- Demonstrated ability to deliver excellence by taking personal accountability for achieving high quality outcomes
- Knowledge and understanding of curriculum, training, assessment and reporting requirements, including the capacity to write, develop and validate curriculum, preferred but not essential.
- Demonstrated examples of outstanding verbal and written communication skills, with the ability to relate to and engage with a variety of audiences
- Excellent organisational skills including a demonstrated ability to initiate and follow up tasks, work independently, and prioritise and monitor progress to ensure the completion of work within agreed timelines.
- Project management experience, including the development and implementation of project skills and leading or participating in project teams and monitoring progress within agreed timelines.
- Proficiency using Microsoft Office Programs, online learning software (or e-learning technologies) and student database programs.

SEDA Group

w seda.edu.au

e info@seda.edu.au

p 1300 777 332

ABN 80 145 751 962

RTO Provider Number 22503

Other Requirements

- Conditions of engagement including probation, health and character checks (including police records check and Working with Children Check) will apply to this position.
- To be eligible for engagement, you must have Australian or New Zealand citizenship or permanent residency status.
- Applicants need to meet the selection criteria outlined in SEDA Group's Skills First contract and may be required to complete a 'Fit and proper person declaration form' to be eligible for engagement.
- The role is based in Melbourne however, some interstate/international travel may be required throughout the year, to manage key industry partnerships and student-led projects.
- Current Driver's License
- Certificate IV in Training and Assessment **TAE40116** (or ability/willingness to obtain)
- Current First Aid qualification (including CPR and Anaphylaxis Training)

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

SEDA Group

w seda.edu.au

e info@seda.edu.au

p 1300 777 332

ABN 80 145 751 962

RTO Provider Number 22503
