

## **ADVERTISEMENT PROGRAM DELIVERY AND COACHING MANAGER**

**Employment Type:** Full Time or 0.8

**Contract End Date:** 31 July 2019

**Location:** Flexible

- Flexible work practices (choice of where and when to work), enabling achievement of outcomes
- Passionate, professional and ambitious team, working together to close the education gap

### **About Teach For Australia**

Teach For Australia is an innovative non-profit organisation and part of a global movement dedicated to developing leadership in classrooms and communities to ensure all children achieve their potential.

We recruit Australia's future leaders and inspire, connect and empower them to a lifetime of action tackling educational disadvantage – activated by the classroom. Our vision is of an Australia where *all* children, regardless background, attain an excellent education.

### **About the Team**

Under the auspices of Teach For Australia, the Teach To Lead program commenced in 2016 with the goal of developing a pipeline of exceptional future leaders – specifically for schools in low socio economic communities. A dedicated and small team coordinates all activities from attraction to curriculum delivery for the program.

### **About the Position**

The Program Delivery and Coaching Manager leads the design and delivery of the Teach To Lead program curriculum, provides leadership coaching to program participants and manages casually employed Leadership Coaches. Specific information about the role and responsibilities can be found in the job description.

### **About You**

You are passionate and committed to effecting change that has a positive impact on students in low socioeconomic communities and you believe that leadership in schools plays a critical role. Your experience in school leadership, ideally in schools serving low socioeconomic communities will qualify your credibility in being a leadership expert. Your proven experience in designing professional learning for adults, combined with your knowledge of/experience in project management will enable you to successfully deliver the program. You have proven experience as a coach, ideally for teachers or leaders of low socioeconomic schools and you are a proactive person with the ability to think strategically, build strong relationships and deliver results.

### **How to Apply**

For an opportunity to take your place in this life-changing organisation [apply here](#). Enquiries can be directed to Kalpana Rao – [kalpana.rao@teachforaustralia.org](mailto:kalpana.rao@teachforaustralia.org) / 0420 244 533.

Applications will be accepted until midnight on Sunday 27<sup>th</sup> May 2018, however note that the shortlisting and interview process will commence from Monday 21<sup>st</sup> May 2018.

*The Teach To Lead program is supported by the Sidney Myer Fund, Gandel Philanthropy, the Victorian Government Department of Education and Training and the Northern Territory Department of Education.*

## JOB DESCRIPTION

<b>Role Title:</b>	Program Delivery and Coaching Manager	<b>Financial Accountability:</b>	\$NIL
<b>Function:</b>	Teach To Lead	<b>People Management:</b>	3-5 first level (casually employed) 0 second level
<b>Reports To:</b>	Director, Teach To Lead		

### Role Purpose

Lead the design and delivery of curriculum for the Teach To Lead (TTL) program, provide leadership coaching to program participants and manage casually employed leadership coaches.

### Qualifications and Experience

#### Essential

- Graduate degree in Education – or a related discipline
- Experience designing curriculum and/or professional learning for adults (preferably in relation to leadership development)
- Experience delivering adult learning in a variety of settings
- At least 3-5 years of school leadership experience in a low socioeconomic community, with demonstrated positive impact on students
- At least 2-4 years' experience as a coach in education, increasing others' effectiveness

#### Desirable

- Masters degree in Education
- Experience or exposure to Teach For Australia's Leadership Development Program and/or the Teach To Lead Program
- Experience in project management

### Skills, Attributes and Knowledge

#### Essential

- Commitment to Teach For Australia's vision and mission, and commitment to continuously developing a deeper understanding of Teach For Australia's theory of problem and change
- Strong understanding of Australian schooling landscape, leadership development and willingness to stay abreast of this
- Exceptional people skills, able to invest others in a goal and build genuine rapport with new stakeholders
- Exceptional oral and written skills
- Very strong personal time and task management skills - demonstrated use of organisational tools to manage a heavy workload
- Strong facilitation skills, engaging adult learners to ensure commitment to action and increased leadership
- Strong ability to coach others—including listening, questioning, and giving feedback

#### Desirable

- Extensive knowledge of leadership development expertise and current leadership research in Australia
- Ability to set goals, devise workplans and manage implementation for long-term projects
- Proven ability to develop and leverage relationships toward achievement of goals

## Primary Accountabilities

### Curriculum Design and Delivery

- Facilitate face-to-face sessions for Year 1 programming, minimally adapting sessions to maintain high quality and relevance for participants
- Manage program components, including webinars coaching, in-school activities, peer to peer learning, and Year 2 activities
- Design and deliver online sessions for Year 2 programming
- Establish and/or manage partnerships with other organisations/contractors to design and deliver specific program components
- Manage and support the work of facilitators to ensure integrated, consistent and high-quality learning for program participants, including follow-up with feedback post-session
- Oversee and lead the project management of face-to-face program components including planning, scheduling, resourcing and directing the logistical support team
- Support creative thinking around alternative approaches or opportunities within the Teach To Lead program, including adjusting curricular options and creating multiple curriculum options to fit varying purposes

### Leadership Coaching

- Coach program participants one-on-one, primarily through virtual meetings to support them to set and achieve ambitious goals for themselves, their teams and their students
  - this will involve supporting participants to translate goals into measurable outcomes, track progress and help participants to adjust their approach where necessary
- Read and provide both written and oral feedback to participants' change project (Impact Initiative) plans, hold participants to account to realise their plans, and help monitor progress of those plans via coaching support; support casual Leadership Coaches to do the same
- Provide feedback to participants on their leadership performance, based on direct observation and reviewing other forms of evidence
- Document coaching discussions, for follow-up in future meetings
- Collect and analyse data on participant skills and impact to evaluate program effectiveness
- Line manage casual Leadership Coaches on a regular basis (termly) as well as incidentally as needed when participant issues arise, provide feedback on performance and determine future engagement

### Resource and Tool Development

- Oversee the design or identification of supplementary resources to support participants, including but not limited to diagnostic and summative assessments
- Manage online resource sharing, accessibility for participants and possible development of online learning opportunities

## Contributory Accountabilities

### Cross Functional Collaboration

- Support alignment and sharing of learning between the Teach To Lead program and Teach For Australia Leadership Development Program
- Provide advice and support as relevant on the Teach For Australia Leadership Development Program and Mentoring Program, based on teaching and leadership expertise
- Support activities and processes to select future participants

## Our Values

### Empowering greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

### Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

### Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

### Outcome driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

### Humility and learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

### Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.