

ADVERTISEMENT VICTORIA STATE MANAGER

Employment Type: Full Time – contract until 31 December 2019

Location: Melbourne

- 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 (TFA) 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 Program Operations Team

In support of the organisation's growth and impact priorities, the team leads the delivery and implementation of the Leadership Development Program (LDP) in each partner State and Territory.

About the Position

The Victoria State Manager will set the strategic direction and lead the delivery and implementation of the Leadership Development Program in Victoria.

About You

You are committed to addressing educational inequity. You have extensive experience in building and managing relationships and networks, which is enabled by your ability to communicate effectively. You are confident in setting strategic direction and through your people leadership experience, you influence and motivate others to achieve a common goal. You are organised, adaptive and able to operate in an environment of competing needs and fluid timelines, and ideally, you will have experience in the Australian school system.

How to Apply

For an opportunity to take your place in this life-changing organisation, [apply here](#), by midnight on Sunday 15 July 2018 and submit your CV via email to jobs@teachforaustralia.org with the subject line 'Application: Victoria State Manager'. Enquiries can be directed to jobs@teachforaustralia.org.

JOB DESCRIPTION

Role Title:	Victoria State Manager		
Function:	Program Operations	Financial accountability:	Up to \$20k
Reports to:	Director, Program Operations	People Management:	1 first level (direct) 6 second level (indirect)

Role Purpose

In support of Teach For Australia's growth and impact priorities, the Victoria State Manager sets the strategic direction, and leads the delivery and implementation of the Leadership Development Program (LDP) in Victoria.

Qualifications and Experience

Essential

- A Bachelor's degree in a relevant discipline
- Experience working in leadership roles in either the Australian education sector and/or social sector
- At least 5 years of people management experience, specifically leading and empowering a team to own and deliver on identified goals and priorities
- A minimum of 5 years relationship management experience, including state government and department stakeholders
- Full drivers licence

Desirable

- Teaching experience in a low socioeconomic secondary school setting

Skills, Attributes and Knowledge

Essential

- Evidence of strong commitment to addressing educational inequity
- Current knowledge and understanding of the Australian schooling context
- Strong relationship management and exceptional people skills, able to build genuine rapport with internal and external stakeholders
- Demonstrated ability to develop and maintain collaborative working relationships with school principals, school-based staff, and other leaders across the education sector
- Strong written and verbal communication skills, and ability to adapt style to a range of audiences
- Strategic planning and leadership skills
- Ability to track, monitor and regularly report on targets and state level priorities
- Strong problem-solving skills, able to work autonomously and be adaptive
- Presence and influencing ability
- Exceptional time management and planning skills

Desirable

- Current knowledge and understanding of the Victorian schooling context
- Strong project management skills - demonstrated use of organisational tools to manage a diverse set of responsibilities and deadlines
- A high level of instructional leadership

Key Accountabilities

Strategic leadership and growth

- Facilitate a deep understanding of educational inequity in Victoria for yourself and for others - creating regular opportunities for Victorian Associates, Alumni and staff to reflect with, learn from, and support others who are working to end educational disadvantage in Victoria
- Lead the Victoria State Team (comprised of cross-functional TFA staff members) to develop and enhance TFAs vision for impact in Victoria, determine annual priorities in support of TFA's growth, sustainability and impact
- Contribute to the organisation's annual strategic planning cycle, ensuring that functional activity is planned to support achieving priorities in Victoria
- Oversee the execution of identified priorities in Victoria
- In alignment with TFA's national growth strategy, recommend annual targets and regional expansion areas for Associate placement in the Victoria

School engagement and partnerships

- Build positive relationships with principals to form strategic partnerships with schools in support of shared impact objectives
- Collaborate with the national Program Operations team to further enhance TFA's school partnership offering and the communication of our value proposition
- Contribute to the annual review of TFA's national School Engagement for Placement Framework, working with colleagues to support national consistency and efficiency in our work
- Develop and execute the Victorian school engagement plan towards meeting annual placement targets.
- Capture school engagement and placement data through the Salesforce system, allowing for regular analysis, reporting of progress towards placement targets, and communication to internal and external stakeholders
- Manage the school engagement, placement, and employment processes in Victoria so that the target number of placements can be achieved

Other external relationships

- Manage TFA's partnerships with the Victorian Department of Education and Victorian Institute of Teaching to enable effective placement conditions for Associates and ongoing support for the TFA program
- Co-represent TFA (alongside the CEO) at department and ministerial meetings relating to continued funding and support for delivery of the Leadership Development Program
- Support the work of the Government Relations and Policy team through the provision of guidance regarding the Victorian context, ensuring that strategy and activity reflects annual Victorian priorities, and leveraging relevant working relationships
- Identify, cultivate and manage relationships with relevant professional associations and other likeminded organisations to secure support for the program and in aid of TFA's vision for impact in Victoria.
- Regularly engage with the AEU Victorian Branch to gain a satisfactory working relationship

Program delivery

- Ensure placement conditions in schools maintain minimum support expectations
- Support incoming Associates to prepare for and understand the context of their placement school and surrounding community
- Support the Victorian TLA Manager to manage Victorian Teaching and Leadership Advisors to:
 - Coach and develop Associates to be effective teachers – ensuring Associates successfully achieve Leadership Development Program and Master of Teaching (Secondary) (Professional Practice) outcomes;
 - Track and report on progress towards outcomes in support of continuous improvement agenda and quality assurance;
 - Build a cohesive community whereby Associates are connected to their peers, their communities and the greater movement for education equity;
 - Support the overall wellbeing of Associates and engage additional support where required;
 - Collaborate with TFA's University Partner and partner schools to ensure holistic support for Associates; and
 - Support implementation of our 'National Initial Intensive' (November – December)
- Work with the Victorian TLA Manager to design and deliver ongoing professional development for Associates, including contributing to 'Regional Professional Development' (quarterly), 'Regional Initial Intensive' and 'Inter-Cohort week' (January), and 'Mid-Year Intensive' (July)
- Support the Senior Manager, TFA Mentor Program to ensure successful implementation and delivery of TFA's Mentor Training Program in Victoria
- Manage TFA's contract and reporting requirements with the Victorian Government

Managing and leading the Victorian team

- Line manage the Victorian Teaching and Leadership Advisor Manager, enabling and empowering them to set and achieve their professional and personal goals
- Enable high levels of staff engagement through the leadership of the Victorian State Team, regularly identifying and implementing opportunities for staff collaboration, enhanced communication, and deeper engagement with TFA's mission
- Support the Victorian TLA Manager in ensuring that the Victorian Teaching and Leadership team have access to and engage with regular communications, updates and opportunities from the wider organisation, and in turn share their work with the organisation more broadly
- Operational reporting – contribute to TFA's National Evaluation Framework through provision of quarterly progress reports from Victoria against agreed objectives and indicators
- Support employee recruitment in Victoria as required
- Manage the Victorian budget

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.

Approvals

Line Manager: S. Simson

Date: 13/06/2018

Head of Function: S. Simson

Date: 13/06/2018

People & Culture: F. Lymer

Date: 19/06/2018

Review date: 19/06/2019