



TEACHFOR  
AUSTRALIA

## ADVERTISEMENT - WA STATE MANAGER

**Employment Type:** Full time  
Contract role to 31 December 2022, aligned to funding (possibility of extension)

**Location:** Boorloo (Perth)

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Opportunity to work with an engaged community of educators, working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

### About the Position

The WA State Manager will lead the strategic direction and the delivery and implementation of the Leadership Development Program in Western Australia. This is a fantastic opportunity for someone who is strategically minded, committed to our mission, and able to effectively manage critical relationships. The role works with a strong national leadership team at Teach For Australia.

### About Us

Teach For Australia (TFA) is an innovative non-profit organisation and part of a global movement dedicated to developing leadership in classrooms and communities. We believe in equity in education – an Australia where your postcode does not determine your future potential. Our mission is to grow a community of leaders committed to equity for children, by recruiting and developing exceptional people to teach and lead across Australia. Our vision is an Australia where education gives every child, regardless of their background, greater choice for their future.

### About You

- Demonstrated [commitment to reconciliation](#) in Australia, as well as our [mission and values](#).
- At least 5 years of people, project and relationship management experience.
- Extensive experience in **building and managing relationships and networks**, 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**.
- Ideally, you will have **experience in the Australian school system**.

**Teach For Australia welcomes applicants of all backgrounds to apply, and encourage applications from Aboriginal and Torres Strait Islander people.**

### How to Apply

For an opportunity to take your place in this life-changing organisation:

1. [Apply here](#), by **11:59pm on Sunday 23 May 2021** and
2. Email your CV to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org), with the subject line 'Application: WA State Manager' (ensure your CV is clearly labelled with your full name.)

All enquiries can be directed to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org). Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.



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## JOB DESCRIPTION

**Role Title:** State Manager (Western Australia)

**Function:** Leadership Development Program

**Reports To:** LDP Co-Director, In Program

**Financial  
Accountability:** Up to \$150k

**People  
Management:** 1 first level (direct)  
5 second level (indirect WA)

## ROLE PURPOSE

Lead the regional team, set the strategic direction for the delivery and implementation of the Leadership Development Program (LDP), and manage critical stakeholder relationships in Western Australia.

## QUALIFICATIONS AND EXPERIENCE

### Essential

- At least a Bachelor's degree in a relevant discipline
- Experience working in the Australian education and/or social sector in leadership roles translating complex conceptual information into operational plans whilst specifically leading and empowering a team to own and deliver on identified goals and priorities.
- Minimum of 5 years people and project management experience, including designing and executing strategy, budgeting, resource management and meeting deadlines
- Minimum of 5 years relationship management experience, including state government and department stakeholders
- Strong leadership orientation - proactive, self-starting, takes initiative and is a team player with the ability to independently deliver quality output within set timelines
- Full driver's license and willingness to travel as required to fulfil the duties of the role
- Current Working with Children Check

### Desirable

- Solid understanding of leadership development
- Experience in teaching in disadvantaged secondary school settings
- Previous experience and/or exposure to the Teach For Australia program or affiliated Teach For All programs

## SKILLS, ATTRIBUTES AND KNOWLEDGE

### Essential

- Evidence of strong knowledge and understanding of the Australian schooling context and the drivers of educational inequity
- Strong relationship management and exceptional people skills, able to build genuine rapport with internal and external stakeholders
- Strong understanding of and/or experience in contract management
- Demonstrated ability to develop and maintain collaborative working relationships with school principals, school-based staff, and other leaders across the education sector including within the catholic schools sector and state government
- 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 Western Australian schooling context

## KEY ACCOUNTABILITIES

### Strategic Leadership and Growth

- Lead the regional team to deepen their understanding of TFA's vision and mission and translating the strategy into practice by facilitating regular opportunities for Western Australian staff, Associates and Alumni to reflect with, learn from and support others who are working to address educational disadvantage in the state.
- Based on the contextualised vision for the state, set the strategic direction for the region, guide central teams to better understand and respond to regional priorities in their planning and oversee the delivery of the LDP ensuring that functional activities and regional priorities are effectively executed.
- Working closely with the LDO Co-Directors and the Leadership Development Program Leadership Team, contribute to the organisation's annual strategic planning cycle, ensuring that functional activities are effectively planned to support the achievement of regional priorities and recommending annual targets and regional expansion areas for Associate placement, in support of organisational growth, sustainability and impact in the state.
- Work closely with Government, Philanthropy and Media team and the Community Partnerships team, attract increased funding opportunities and organisational champions to support organisational growth and impact in the region.
- Manage TFA's contract and reporting requirements with the State Government and collaborate with the Government Relations team for support.

### School Engagement, Partnerships and Placement

- Build positive relationships with principals to form strategic partnerships with schools in support of shared impact objectives.
- Work closely with the School Placement Lead to generate school demand and maintain positive partnerships with schools in the region, supporting the achievement of organisational priorities and aspirations.
- 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 Western Australian 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 the region so that the target number of placements can be achieved.
- Ensure that in securing placements, school leadership understands, agrees and complies with placement conditions to maintain minimum support expectations.
- Work with the Recruitment team in ensuring the regional Leadership Development Program team supports incoming Associates to prepare for and understand the context of their placement school and surrounding community.

### Other External Relationships

- Manage TFA's partnerships with the Western Australian Department of Education and Teacher Registration Board to enable effective placement conditions for Associates and ongoing support for the TFA program.
- Co-represent TFA (alongside the CEO or delegate) at department and ministerial meetings relating to continued funding and support for delivery of the Leadership Development Program where required.
- Support the work of the Government Relations team through the provision of guidance regarding the

Western Australian context, ensuring that strategy and activity reflects annual regional 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 the state.
- Regularly engage with the State School Teachers Union of Western Australia to gain a strong working relationship.
- Manage TFA's contract and reporting requirements with the Western Australian Government.

## Program Management

- Set the strategic direction for the region so that the Regional Program Delivery Manager can 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).
- Based on regional priorities, assess capacity of the regional Leadership Development Program team to support the implementation of the 'National Initial Intensive' (November –December).
- Working with the Evaluation team, contribute to TFA's National Evaluation Framework through provision of quarterly operational progress reports from the region against agreed objectives and indicators.
- Manage the regional budget, resourcing and workforce planning needs.
- Facilitating access to and delivery of team data requirements.
- Provide comprehensive reports to the LDP Co-Director, In Program, as required.

## Managing and leading the regional team

- Line manage the Regional Program Delivery Manager (Western Australia), enabling and empowering them to set and achieve their professional and personal goals.
- Enable high levels of staff engagement through the leadership of the Western Australian team, regularly identifying and implementing opportunities for staff collaboration, enhanced communication, and deeper engagement with TFA's mission.
- Ensuring that the Regional Program Delivery Manager and 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.

## People Management

People Management is a fundamental role in leading people in our work, to achieve TFAs vision, and includes:

- Value and prioritise people management as a fundamental part of your role
- Continue to strengthen and build your people management mindset, leadership behaviour and technical capabilities to:
  - **Build** effective, efficient and sustainable teams
  - **Develop** self and team to enhance individual contribution
  - **Inspire** your team to foster a productive culture
  - **Deliver** on your vision and support your team to deliver on TFA goals
- Internalise TFA's people management competencies and use them to craft or refine your approach to people management and development as a people manager
- Undertake talent management activity, including (but not limited to):
  - Everyday performance management
  - Talent development, career conversations
  - Provide timely feedback and course correct development, performance or behaviour
  - Contribute to TFA's People Strategy, ensuring our people receive a great employment experience.

## CONTRIBUTORY

- As part of the Leadership Development Program Leadership Team, contribute to the strategic direction of Teach For Australia and provide advice and support on functional priorities, strategy and success measures across the whole Leadership Development Program and other areas as required.

## 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.