



College Talent and Potential Leader, combined with ongoing teaching role

Tenure of position of responsibility: 19 January 2018 until 31 January 2021

Full-time, working at both Keilor and Taylors Lakes campuses

Closing date for applications: 6 October, 2017

Position Description

Position objectives:

The Talent and Potential (TAP) Leader will lead the strategic development of new approaches to addressing the needs of high potential learners across P-12. The position holder will do this through exemplary and visionary leadership of gifted education practices, contemporary approaches to talent development underpinned by exemplary understanding of best practice curriculum and pedagogy. The Talent and Potential Leader reports to the College Head of Learning Development and Support and is a member of this faculty.

Organisational relationships:

- This position is accountable to the Principal through the Head of Learning Development and Support
- The incumbent is a member of the Learning Development and Support Faculty and attends meetings of various school as the need arises
- Internal liaisons of this position are: Home Group Teachers, Heads of School, Deputy Heads of School, other teachers with TAP responsibilities

Key responsibilities

- Ongoing review of TAP policy and procedures
- Liaise with school based leaders regarding
 - Identification and selection of high potential learners
 - Case management of a group of high potential learners
 - Coordination of curriculum provisions as per the DEXIA Model
 - Assisting staff in the development of IEPs for TAP students
 - Attendance at Student Support Group (SSG) meetings of TAP students
 - Provision of staff professional development in the area of TAP
 - Analysis and monitoring of student data in terms of potential growth and identifying outliers, including:
 - School based Assessment Schedules
 - Annual PAT assessments Years 3-12
 - AGAT
 - NAPLAN
 - School based assessments
 - Whole year level measures of potential (AGAT)
 - VCE results
 - ICAS results
 - Individual assessments as required (WISC, WIPSI, KBIT etc.)
 - Analysis of student data to assist with student selection for TAP programs and support of coordinators and Heads of Faculty in student selection of enrichment programs
- Collaborate with the Head of Pedagogy and Learning to implement the ICAS Competition program at the College with specific focus on student selection

- Conduct individual internal assessments (AGAT)
- Oversee group based internal assessments (AGAT)
- Interpret results of assessments (cognitive screening tests and other standardised assessments), and disseminate this analysis to parents and teachers
- Track learning and provisions for high potential learners as they move through the College
- Monitor and support the wellbeing of high potential learners with an understanding of the developmental needs specific to gifted children.
- Provide semester based program information to parents and students
- Coordinate group based extension interventions
- Direct contribution to extension programs (running or assisting with programs)
- Support curriculum development with classroom teachers and program leaders
- Coordinate general academic group based enrichment interventions through;
- Direct contribution to enrichment programs (da Vinci Decathlon, Philosophy)
- Promote and inform the College community about enrichment opportunities
- Oversee the process of whole year acceleration inquiries as outlined in the Talent and Potential policy
- Contribute to and collaborate with Heads of Faculty, Subject Coordinators and Heads of Teaching and Learning on appropriate student placement into acceleration subjects
- Contribute to determining appropriate criteria for subject acceleration
- Support the Professional Development of teachers to cater effectively for high potential learners through DEXIA provisions
- Develop and acquire resources for teachers and parents
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Qualifications

- Masters degree in Gifted Education preferred
- Qualifications to administer assessments relevant for students with additional needs

Key qualities

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following key qualities:

Demonstrated exemplary teaching skills and capacity to provide leadership leading to the achievement of quality learning outcomes for all students.

Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community.

Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Preparatory to Year 12 across both campuses.

Capacity to use analytical skills to contribute to educational outcomes.

Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College.

Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.

Relevant skills, knowledge and experience

Skills to implement programs at various year levels

Knowledge of best practice approaches to Gifted Education

Specialised experience working with high potential learners

Training in supporting students specifically diagnosed with ASD, Dyslexia, Severe Language Disorder, Working Memory and Processing difficulties (twice exceptional learners)

Excellent communication skills

Performance Management

In relation to setting goals, managing performance and program accountability, the College Head of Learning Development and Support will establish key performance indicators (KPIs) with the College TAP Leader, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the Key Responsibilities and Key Qualities associated with the position, will be reviewed at least annually.

Allowances

This position of responsibility attracts a time allowance of 1200 minutes per two-week cycle (i.e. 0.5 FTE) and a monetary allowance at POR Level 3 (\$6,393 in 2018). Position of responsibility conditions are limited to that position; in the event of the contract not being renewed, the successful applicant will remain a permanent member of staff under the conditions of their employment contract.

Conditions of employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Pedagogy and Learning and the Head of Learning Development and Support. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form. Applications for teaching positions which do not include evidence of registration or evidence of an application for registration with the Victorian Institute of Teachers (VIT) will not be considered.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

Information about the College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

Our Values:

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

Information about Overnewton College is available on the College website:

www.overnewton.vic.edu.au.