

The Position:	Senior Educator
Position Number/Classification:	0178 / VPS 5.1
Reports to:	Head of Education and Public Programs
Work Unit:	NGV Schools & Public Programs
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd. Melbourne 3004
Date of Review	21 September 2009
Values	Excellence, Integrity & Access
Primary focus of the position:	<p>The Senior Educator is responsible for the development and coordination of programs, and supervision of staff, within the NGV Schools Department in conjunction with the Head of Education and Public Programs.</p> <p>NGV Schools provides challenging and innovative programs designed to stimulate a lifelong appreciation of art and an understanding of its key role in communicating histories, contexts and meanings. Student programs, professional learning for teachers, services and resources (including on line learning), inspired by the gallery's permanent collection and temporary exhibitions, enrich the Victorian Essential Learning Standards, the Victorian Certificate of Education and alternative studies including the International Baccalaureate, Victorian Certificate of Applied Learning and Vocational Education Training.</p>
Accountabilities (duties):	<p>Supervision:</p> <ul style="list-style-type: none"> • Supervision of education staff including, allocation of coordinators of exhibitions and permanent collection programs, staff responsibilities and resource development, work plans and performance appraisal, development of training for education officers, project officers and casual/sessional teaching staff. • Responsible for the coordination of regular staff and planning meetings. • Responsible for the coordination of audience development across education sectors and all levels of schooling from the perspective of students, teachers, and NGV Educators and Administration staff. • Assist the head of department with the preparation and monitoring of the annual NGV Schools budget, program budgets and reconciliation of monthly statements. • Coordination of the weekly timetable and allocation of staff to classes and programs with assistance from the Administration Coordinator. • Responsible for the implementation of NGV Schools policies and procedures. <p>Education:</p> <ul style="list-style-type: none"> • Coordinate the research, development, implementation and evaluation of innovative student programs, including outreach programs and teachers' professional learning programs and activities to ensure consistency with NGV and Schools mission, vision, strategic and business statements and plans and DEECD Strategic Partnerships Program MOU. • Teach student groups across the curriculum and year levels and supervision of teacher and teachers-in-training professional development programs using the NGV and visiting exhibitions as a resource for implementation of the curriculum. • Responsible for the coordination of curriculum resources for students and teachers including online, printed and multimedia education resources. • Assist with the production and distribution of the school programs brochures and flyers and DEECD/CEO/AISV promotions. • Contribute to government, NGV, education partner, exhibitions and sponsor reports and assist in the development of funding, grants and sponsorship applications. • Convene or attend and participate in DEECD, NGV, CEO, and VCAA meetings, subject association committees, other external agencies and NGV project teams as required.

	<p>General:</p> <ul style="list-style-type: none"> • Support and contribute to public programs as required. • In consultation with the Head of Department contribute to departmental and team goals and strategy development and participate in initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders). • Participate and support organisational change initiatives and model NGV values and behaviours.
<p>The person – Key Selection Criteria</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Demonstrated commitment to the Arts and the value of museum education. 2. Successful attainment of a teaching qualification coupled with positive and proven education leadership gained through extensive teaching experience. 3. Current registration with the Victorian Institute of Teaching and/or Working with Children Check. 4. Sound knowledge and appreciation of art, art education and educational policies and issues in Victoria and the DEECD. 5. An understanding of and experience with the development of on line learning resources. 6. Proven experience in staff supervision, provision of high level administration, financial reporting and project management. 7. Well developed interpersonal, presentation and writing skills and the ability to successfully liaise with a range of internal and external contacts. 8. Demonstrated ability to lead and manage a team with diverse perspectives and display flexibility in achieving outcomes. 9. Proven organizational skills and ability to work in a high pressure environment. 10. Well developed computer literacy skills and ability to competently operate MS Office software packages.
<p>Key Relationships</p>	<p>Build and maintain effective working relationships across the NGV and with key education partners and stakeholders, in particular with the following:</p> <ul style="list-style-type: none"> • Department of Education and Early Childhood Development (DEECD) and in particular the Strategic Partnerships Programs (SPP) Unit , Catholic Education Office (CEO) , Victorian Curriculum and Assessment Authority (VCAA) , COASIT and the Association of Independent Schools of Victoria (AISV) • Arts Network • Subject Associations and in particular Art Education Victoria (AEV), History Teachers (HTAV) , English Teachers (VATE) , Home Economics Victoria (HEV) • Education providers and cultural partners such as ACMI, Museum, Arts Centre, ACCA, VIT
<p>Other relevant skills, knowledge & experience</p>	<p>Current registration with the Victorian Institute of Teaching and a knowledge and understanding of the role and programs of the NGV and its educational function would be an advantage.</p>
<p>Other relevant information</p>	<ul style="list-style-type: none"> • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Hours of duty will be according to work unit requirements. Some weekend and after hours work is required for the delivery of teacher professional learning and student programs. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions. • It is the employee's responsibility to familiarise themselves with, understand, and adhere to NGV's Policies & Procedures as varied from time to time. • The NGV requires all employees to have an understanding of its Risk Management Framework. • Conditions of employment are pursuant to the NGV's Enterprise Agreement. • All new appointments are subject to a three-month probationary period which may be subject to review.
<p>About the role</p>	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not</p>

<p>statement</p>	<p>intended to represent the role, which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>
<p>Manager Authorisation</p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>
<p>Employee Acceptance</p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>