



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>GALLERY TEACHER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0371 / VPS 3.2
<b>REPORTS TO:</b>	Senior Educator
<b>WORK UNIT:</b>	Education
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	April 2018
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	<p>This position is responsible for</p> <ul style="list-style-type: none"> <li>• Delivering learning programs inspired by the NGV collection and exhibitions.</li> <li>• Ensuring participants in NGV Education programs are engaged by high quality, rewarding and relevant learning experiences.</li> <li>• Maintaining exemplary professional standards in teaching practice and interactions with NGV audiences and other stakeholders.</li> </ul>
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Use innovative teaching strategies and methods, including digital platforms, to deliver education programs aligned with current curriculum frameworks and the learning needs of visitors.</li> <li>2. Teach student groups across a range of subjects, year levels and abilities (early childhood, primary, secondary, special needs groups, EAL and adult) in a variety of learning contexts (onsite, online and outreach).</li> <li>3. Deliver professional learning programs for teachers, including at conferences and seminars at the NGV.</li> <li>4. Contribute to the development of learning programs and resources.</li> <li>5. Contribute to improvements in service delivery through ongoing evaluation of programs and practice and active engagement in own professional learning.</li> <li>6. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>7. Contribute to departmental, team goals and participate and support organisational change initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders.</li> </ol>



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<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Excellent teaching skills, demonstrated ability to implement innovative teaching strategies, including use of digital learning tools and platforms.</li> <li>2. Successful attainment of an appropriate teaching qualification and current registration with the Victorian Institute of Teaching.</li> <li>3. <u>High-level communication skills</u>: can quickly establish a natural rapport with a range of people, is able to use spoken and written language to convey and obtain information, insights and ideas and is able to provide information to a group of people in formal and informal settings.</li> <li>4. <u>Initiative, accountability and flexibility</u>: proactive and self-starting, seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable, open to new ideas and recognises the merits of different options and acts accordingly.</li> <li>5. <u>Cultural awareness</u>: understands the beliefs, customs, needs and expectations of the general community, a specific community, or client group, considers situations, activities, decisions and outcomes from the perspective of how people of different ethnic, religious, professional or social identifications might see them. Demonstrates an understanding of the value of diversity.</li> <li>6. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with others in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.</li> <li>7. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Sound knowledge of the visual arts and design, including the NGV’s collections.</li> <li>• Demonstrated commitment to the value of visual arts and design in education.</li> <li>• Creative practical skills in art or design practice are desirable.</li> <li>• Flexibility to undertake outreach programs, including in regional areas, if required.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> <li>• Senior Educator.</li> <li>• Other Education staff.</li> <li>• Students and Teachers.</li> </ul>



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<b>5. OTHER RELEVANT INFORMATION</b>	<ul style="list-style-type: none"><li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li><li>• Hours of duty will be according to work unit requirements.</li><li>• 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 &amp; Environment Inductions.</li><li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li><li>• It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time.</li><li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li><li>• All new appointments are subject to a three month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	<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 intended to represent the role in 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>
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____  Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____  Name: _____ Date: _____