



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Gifted and Talented Education Coordinator Years 7 - 12
Position Status:	Full-time, 5-year fixed term appointment with option for review and reappointment
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement 2019-2021
Reports to:	Head of Learning Enhancement. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

Position Overview

Presbyterian Ladies' College is seeking to appoint an enthusiastic and experienced educator with particular expertise in supporting highly able students to maximise their educational opportunities. The Gifted and Talented Education Coordinator ("GATE Coordinator") will work within the Learning Enhancement Department and team, assisting to support students with learning needs and students with English as a Second Language or dialect. Responsibilities will include facilitating student involvement in programs targeting highly able students, supporting academic departments with differentiating the curriculum, and communicating with parents about the opportunities for highly able students.

The successful applicant will be qualified and have experience of assessment and identification of highly able students and a thorough knowledge of theory and experience relating to this specialist field.

Key Responsibilities:

Examples of duties include but are not limited to:

- support highly able students, including twice-exceptional and those who under-achieve
- demonstrate experience and enthusiasm in educating young people
- teach in one academic department (up to 0.2 FTE load)
- develop a broad range of training opportunities for students, be highly competent in the use of ICT
- be a capable organiser
- be an effective communicator
- work collaboratively in a team environment
- create a learning environment that fosters trust and respect, encouraging each girl to excel
- keep abreast of State, National and International initiatives in dealing with highly able students, through ongoing personal and professional development

Knowledge, Skills and Experience:

Placement and diagnosis

In identifying needs of highly able and talented students, assessment may draw upon the following:

- standardised ability testing, including scholarship testing
- performance in academic competitions
- teacher observations and recommendations
- formal school assessment and reports
- counselling department recommendations

Program Provision

The GATE Coordinator will:

- advocate for, and practically support, differentiation within the mainstream curriculum – working with all staff generally, and specifically with Department Heads and Heads of Subject
- provide co- and extra-curricular learning opportunities, within and beyond the school community
- identify, develop and implement mentoring programs for targeted students with university students and staff, teachers, parents, Old Collegians, and younger students
- monitor the performance of identified students, including identifying and supporting students who may be under achieving
- encourage highly able students to engage in activities beyond the academic curriculum in a balanced way
- assist with local and overseas university entrance and scholarship applications and interviews
- have the ability to support students with learning needs and English as a second language or dialect
- be involved in department activities and responsibilities such as the Overseas Student Orientation Program (OSOP)

Developing staff awareness and capacity

The GATE Coordinator will work with colleagues to increase their awareness of highly able and talented students by:

- providing staff with information relating to identified highly able and talented students
- proactively discussing individual student needs
- providing appropriate information relating to extension and enrichment opportunities
- disseminating accessible professional reading to staff
- providing practical support and advice to colleagues who are seeking to develop curriculum resources to support the needs of highly able students

Program Monitoring and Evaluation

The GATE Coordinator will monitor the effectiveness of the program by:

- documenting program structures and student participation
- providing regular reports to the Head of Learning Enhancement
- evaluating the appropriateness and effectiveness of programs
- providing feedback to parents regarding participation in GATE programs
- seeking feedback regarding programs from all stakeholders
- reviewing highly able individual students' needs and assessing progress across the curriculum and in special programs

Communication

With colleagues: the GATE Coordinator will share details regarding student program involvement and provide opportunity for collaboration to support student learning

With parents: the GATE Coordinator will communicate with parents regarding the opportunities at PLC for highly able Senior School students. They will meet with specific parents regarding the needs of highly able and talented students, including through Parent/Teacher meetings

With other schools and organisations: the GATE Coordinator will network with teachers from similar schools performing similar roles, and actively support selected networks (e.g. AAEGT – Australian Association for the Education of the Gifted and Talented, VAGTC – Victorian Association of Gifted and Talented Children, Boroondara Gifted Network)

Other Duties

- as directed by the Head of Learning Enhancement including, where necessary, assistance to other Senior Executive members
- active participation in the College's pastoral care system and support of Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students

- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events
- participate in co-curricular programs and outdoor education, attending a week-long (five day) camp each year
- actively contribute to a broad range of College activities and attend after hours commitments when required
- actively contribute to College-wide committees

Key Attributes:

- ability to work independently and collaboratively as required
- calm under pressure
- commitment to ongoing professional learning and growth in skills
- warm, positive and considerate manner
- commitment to continual upgrade of personal skills and qualifications
- exceptional communication skills displaying sensitivity and discretion
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- committed to striving for continuous improvement and achieving exceptional outcomes
- demonstrates high levels of confidentiality, trust, credibility and honesty
- demonstrates a respect for and acceptance of difference in students, parents and staff
- displays empathy, enthusiasm, commitment and is highly motivated
- possesses a strong work ethic
- exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- is flexible and has an ability to adapt and operate effectively in a challenging and changing environment

Qualifications / Registrations / Certifications:

- Current Victorian Institute of Teaching (VIT) registration
- Master of Gifted Education and/or equivalent experience in supporting highly able students

Key Relationships:

- Learning Enhancement Department
- All Department Heads and Year Level Coordinators
- Senior School Teachers and Staff

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence

- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe

- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies

- report and escalate compliance concerns, issues and failures

Mrs Cheryl Penberthy

Principal

1 October 2021

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.