

Classroom Teacher

Applicant Information Package

Position Information

Position Number	P45732 temporary appointment
Directorate	ACT Education Directorate
Division	Service Design and Delivery
Branch	Learning and Wellbeing Policy and Design
School/Section Description	Learning and Teaching Policy and Service Design – Academy of Future Skills
Classification	Classroom Teacher
Web Address	https://www.education.act.gov.au
Executive Branch Manager	Mandy Kalyvas - Executive Branch Manager, Learning and Teaching Branch
Position Contact	Kym Turnbull – Director, Academy of Future Skills
	Phone: (02) 6207 8601 Email: Kym.Turnbull@act.gov.au
Position Available	This position is a temporary full-time position until 21 October 2024, with the possibility of extension.

JOB DESCRIPTION

The Directorate

The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public-school education in an accessible and inclusive environment.

The Business Unit

The Learning and Wellbeing Policy and Design (LWPD) Branch leads the innovative service design function for the Group, developing contemporary policy and programs across the different stages of schooling, using evidence-based practice to inform the universal, selected and targeted service offerings. They have a strong focus on quality assurance and evaluation of the programs and services in support of government and key stakeholders, ensuring the service meets the needs of students, families, schools and the wider community.

Position Overview

This role requires a classroom teacher with excellent interpersonal and project management skills to coordinate the Science Mentors ACT program. Science Mentors ACT forms part of the Academy of Future Skills, a business unit with the LWPD branch. Science Mentors ACT provides ACT public school students in Years 9 to 12 with the opportunity to work with science and engineering professionals on extended student-driven investigations.

What You Will Do – Duties/Responsibilities

In accordance with Directorate policies:

- Provide day to day administration and coordination of Science Mentors ACT
- Work with schools to advertise the program to students
- Select students for the program according to program guidelines
- Identify, select and liaise with mentors to support students throughout their research projects
- Communicate regularly with students and mentors to ensure projects are on track
- Assist with the procurement of equipment and consumables required for students to complete their research projects
- According to need, coordinate and deliver student workshops to build student capacity
- Assist with editing and production of final research project
- Support in the development of high-quality briefing papers, project plans, reports and written submissions as required
- Implement Directorate policies and projects related to teaching policy and practice and contribute to the Branch and the Directorate strategic priorities.
- Demonstrated engagement with the ACTPS Respect, Equity and Diversity (RED) Framework in accordance with the Directorate's Work Health and Safety policies, procedures and roles and responsibilities

What You Require

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional/Technical Skills and Knowledge

The successful applicant will have the following:

1. Excellent administration and program/project coordination skills
2. Experience teaching science, technologies or mathematics at high school or college level
3. Demonstrated high level written and oral communication skills
4. A proven ability to work positively with students, teachers, mentors, co-workers and other stakeholders
5. Ability to work independently and in a small team to support the program and the broader goals of the Academy of Future Skills
6. Knowledge of government processes and ability to contribute to briefing papers, project plans, reports and submissions

Behavioural Capabilities

1. Demonstrated ability to communicate effectively to a broad range of internal and external stakeholders
2. Demonstrated ability to manage competing priorities and handle matters concurrently with limited supervision

3. Demonstrated ability to research and consult widely to make evidence informed choices using a variety of sources and information to solve problems and prioritise work

Please note

- This is a temporary position with an immediate start until 21 October 2024 with the possibility of extension.
- Office based conditions apply to this position.

Compliance Requirements

Mandatory

1. A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.
2. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).
3. A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Desirable

- Knowledge of the ACT scientific/research community

How to Apply

Interested applicants are required to submit an expression of interest of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role.

Applications must include a current curriculum vitae and details of two referees.

Applications should be submitted via the apply now button.