

POSITION DESCRIPTION

Position Title	Schools and Community Educator
Position Status	Permanent Part Time
Reports To	Manager Schools & Community
Department	Schools & Community
Location	Box Hill
Direct Reports	Nil
Award & Classification	Health Professionals & Support Services Award 2020
Date Reviewed	February 2024
Next Review Date	February 2025

POSITION PURPOSE

This role requires the modelling of excellence in teaching and learning practices through the provision of exemplary demonstration lessons, and through the mentoring and coaching of teachers to improve their confidence, skills, knowledge, and effectiveness when delivering a Relationships and Sexuality Education program within school and community settings on a state-wide basis.

SPECIFIC ACCOUNTABILITIES

Typical duties include but are not limited to:

Education & Training

- Model exemplary classroom practices
- Provide professional learning opportunities for education professionals with the aim of improving confidence, knowledge, and skills in delivering RSE
- Mentor and/or coach teachers and model effective learning practice by supporting teachers to analyse and act on feedback about their current teaching practice
- Provide expert advice about the curriculum content, scope and sequence, and teaching and learning strategies that will shape individual and school teaching practice, professional learning and whole-school improvement strategies
- Adhere to child safe environment policies in accordance with the Child Safe Standards
- Collaborate with colleagues to design and refine expert teaching and learning resources and activities that can be shared with the teaching workforce
- Effectively use information technology to develop resources and inform classroom practice
- Effectively engage with SHV's Learning Management System to facilitate online learning opportunities for educators

Workforce Development

- Participate in QI&CPD and professional learning and activities as part of staff commitment to professional development

Community & Advocacy

- Work with external organisations, in both collaborative and advisory roles, to create and refine key documents including policy documents and specialist educational resources
- Provide learning opportunities for parents and carers (as the principal educators of children and young people) with the aim of improving confidence, knowledge, and skills in discussing relationships and sexuality with their children
- Liaise with schools, parents, and community groups to assist them to address related sexual health education issues and/or to conduct sessions as required

Risk Management

- Undertake reflective practice to include identification of opportunities to minimise risk

<ul style="list-style-type: none"> Participate positively within the multidisciplinary framework of SHV by undertaking duties that will contribute to the efficiency of school and community education, as requested Participate in continuing education so as to contribute to the maintenance of professional quality assurance Maintain professional practice in accordance with VIT requirements and registration if applicable 	<p>and enhance client safety, quality of care and experience</p> <ul style="list-style-type: none"> Work in line with organisation policies and procedures Report any incidences, near misses or ethical dilemmas to the Schools & Community Manager or appropriate Executive staff Seek support from other colleagues when presented with challenging problems
<p><u>Other ad-hoc Tasks</u></p> <ul style="list-style-type: none"> Work in accordance with program budget guidelines Participate in ad hoc projects as assigned from time to time. 	<p><u>Research and Evaluation</u></p> <ul style="list-style-type: none"> Keep up-to-date with current educational practice and issues relating to sexuality education Keep up-to-date with legislative changes relating to sex and relationships Accurately record data as scheduled Evaluate education programs

POSITION DIMENSIONS / PERFORMANCE TARGETS	
Position Dimensions	Performance Targets
Accuracy	Aim for 100% accuracy
Meeting deadlines	All session commitments need to be met 98% of the time, whether it be weekly, monthly or annually

RELATIONSHIPS	
Internal	External
SHV Schools & Community team and Manager	Schools and community organisations
Director Strategy, Operations and Performance	Other educational and training service providers
Other SHV employees	General public
	Government departments & other stakeholders

EXPERIENCE / QUALIFICATIONS	
Experience	Qualifications
Extensive experience in working within and with school and community organisations.	Qualified teacher or equivalent
Demonstrated education and training delivery skills preferably in delivering relationships and sexuality education.	Workplace Training and Assessment Certificate IV preferred
Commitment to the provision of high-quality education and training programs	Post Graduate qualifications desirable
	Required:
	<ul style="list-style-type: none"> Valid police check Valid Working with Children Check Valid current driver's licence (recognised in Victoria)

SKILLS	
Demonstrated program management skills	Excellent communication and interpersonal skills to develop constructive relationships with students, parents/carers, teachers and colleagues

Ability to plan, prioritise and meet deadlines	Excellent stakeholder engagement skills and the ability to work collaboratively with a broad range of groups
Excellent computer skills in the Microsoft Office suite	Adopting a proactive approach to identifying and developing opportunities to assist SHV
Online/remote service delivery skills	

KEY LEADERSHIP COMPETENCIES <what key leadership competencies would you like to see demonstrated – delete as appropriate M = Manager; E = Employee>

Make sound decisions	Think creatively / identify improvements
Meet customer needs	Build realistic plans
Manage execution	Show drive and initiate
Establish relationships	Foster open communication
Promote teamwork	Adapt and learn from experience
Perform ethically	

NOTES

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The company may require you to undertake additional responsibilities or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies.
- Diversity & Equal Opportunity**
SHV is committed to providing respectful, inclusive services and work environments where all individuals feel accepted, safe, affirmed, and celebrated. With our commitment to embracing diversity and eliminating all forms of discrimination in the provision of reproductive and sexual health services, we welcome all people irrespective of cultural or linguistic background, sexual orientation, gender identity, intersex status, religion or spiritual beliefs, socio economic status, age, or abilities.
- A statutory requirement of every role requires that you ensure awareness and compliance with all legislation that impacts your work area, i.e., Work, Health & Safety.
- You must ensure that:
 - all activities are conducted in accordance with relevant Company policies, procedures, and practices.
 - uphold ethical standards and values and act with honesty, integrity, and good faith at all times.
 - ensure that you act in ways that advance the organisation's objectives, values, and reputation

Manager Signature: _____

Date: ____/____/____

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood, and accepted the above Position Description.

Signed: _____

Date: ____/____/____

