

JOB DESCRIPTION

Agency	Department of Education			Work Unit	Teaching and Learning Targeted Approaches
Job Title	Manager Literacy and Numeracy			Designation	Senior Teacher 3
Job Type	Full Time			Duration	Fixed from 01/01/2019 to 31/12/2020
Salary	\$125,404			Location	Darwin
Position Number	37011	RTF	154541	Closing	20/11/2018
Contact	Deborah Hodgkin, Senior Manager Literacy and Numeracy on 08 8944 9319 or deborah.hodgkin@nt.gov.au				
Agency Information	www.education.nt.gov.au				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here				
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: click here				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=154541				

Primary Objective:

Provide highly specialised service coordination and professional advice around implementation of Education Policy and Programs and Department initiatives and strategies. Manage effective service delivery to remote schools and students to facilitate improved educational outcomes in literacy and numeracy.

Context Statement:

Education Policy and Programs provide policy advice and support across the Northern Territory to Government and non-Government schools so that students engage, grow and achieve. Staff in Education Policy and Programs use differentiated approaches providing evidence based strategies to support schools in meeting the needs of students. Advice is provided to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment; vocational education and training; and cross agency and intergovernmental relations.

Key Duties and Responsibilities:

1. Accountable for the provision of high level specialised coordination and advice in the implementation, management and monitoring of effective programs for students and teachers through direct support of principals and management of a team of coaching officers.
2. Implement strategic and operational practices for the holistic coordination of services to teachers and schools that maximise the various professional contributions to achieve effective educational outcomes.
3. Shape, monitor and evaluate business plans, such as site or regional implementation plans, to achieve significant improvements in the organisation's core objectives and ensure the effective management of resources and equitable service provision for regions and schools.
4. Provide professional leadership and high quality, timely advice to regions, schools and other critical stakeholders and clients using an evidence based approach.
5. As a member of the Education Policy and Programs team, contribute to the delivery of the Division's core business to optimise corporate performance.

Selection Criteria

Essential:

1. Registration or capacity to be registered with the Teacher Registration Board of the Northern Territory with a demonstrated commitment to own professional learning, along with a current Working with Children Clearance (Ochre Card) or ability to obtain one in a timely manner.
2. Demonstrated high level interpersonal, communication and negotiation skills and demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and clients from diverse professional and cultural backgrounds to maximise achievement of objectives.
3. Sound understanding of education service delivery issues in relation to rural and remote communities and demonstrated ability to facilitate change through strategic planning, innovation and organisational skills.
4. Well-developed analytical skills with demonstrated ability to remain focused on outputs and adjust delivery mechanisms to meet deadlines and client needs in a challenging environment.

Desirable:

1. High level experience in remote school leadership.

Further Information:

This position is offered under office-based conditions and may involve travel to remote NT schools for short periods of time.

Approved: November 2018

General Manager, Quality Teaching and Learning