**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Teaching and Learning Targeted Approaches |
| **Job Title** | Teaching and Learning Officer | | | **Designation** | Senior Teacher 2 |
| **Job Type** | Full Time | | | **Duration** | Fixed to 31/12/2020 |
| **Salary** | $120,939 | | | **Location** | Katherine |
| **Position Number** | 37390 | **RTF** | 162341 | **Closing** | 25/03/2019 |
| **Contact** | Kath Zochling, Senior Manager, Small Schools Program on 08 8927 0887 or [kath.zochling@nt.gov.au](mailto:kath.zochling@nt.gov.au) | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) | | | | |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) | | | | |
| **Special Measures** | Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander 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. | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=162341> | | | | |

**Primary Objective:** As a member of the Quality Teaching and Learning team you will lead, coordinate and implement systemic policy and strategy to improve student outcomes. This position uses knowledge, skills and understanding of curriculum, teaching, learning and assessment to provide advice, professional learning, capacity build and develop resources.

**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. Provide differentiated support to schools and networks of schools, building the capacity of school staff so that student outcomes improve.
2. Use data literacy practices to inform and implement professional learning in order to achieve organisational outcomes.
3. Develop and maintain comprehensive and effective professional networks and collaborative partnerships in order to achieve outcomes.
4. As a member of the Education Policy and Programs provide accurate and expert information to executive and contribute to service delivery through a collaborative approach to improve student outcomes.
5. Build capacity of school staff to apply the Australian Curriculum through programs that are flexible and responsive to school contexts with a focus on small remote schools.

**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.
2. Demonstrated experience in coordinating and leading initiatives and/or projects in small schools contexts, to successful completion with a focus on continuous improvement.
3. Demonstrated ability to work effectively and collaboratively in order to achieve agreed outcomes.
4. Demonstrate high level of interpersonal, communication and negotiation skills including demonstrated cross-cultural skills, to build and maintain effective networks with a range of stakeholders including those in urban and remote school contexts, to maximise organisational performance.
5. Experience in delivering and evaluating professional learning for curriculum, teaching, learning, and assessment in small schools contexts.
6. A sound knowledge and understanding of the Australian Curriculum with particular knowledge in one or more specific learning areas and an understanding of its application at the local level.

**Further Information:** This position is offered under office-based conditions. A working with Children Clearance is necessary. This position will involve extensive travel to remote communities across the Northern Territory.

**Approved: March 2019 Executive Director Education Policy and Programs**