

## Assistant Director, Centre for Professional Learning

September 26, 2018

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The Centre for Professional Learning (CPL) was established by the NSW Teachers Federation (Federation) to provide high-quality training and support for Federation members in a range of educational areas.

The courses and conferences provide practical, tested and well-researched approaches to issues that face teachers every day at the school level. The CPL aims to offer programs that are useful across the spectrum of a teacher's career from the early years of teaching to the experienced and leadership levels. Courses and conferences are conducted in person, as well as online.

The Journal of Professional Learning (JPL) is an online professional journal that seeks to enhance the quality of teaching and public education in NSW and Australia. It has been established as an adjunct to the work of the CPL. JPL podcasts are professional conversations around practical and important aspects of teaching and public education.

### Job description

Duties of the Assistant Director (2019-2021)

As the Assistant Director is responsible to the Director of the CPL and ultimately to the General Secretary for their role in the operations of the CPL, the Assistant Director is required to:

- a. Address the priorities of the CPL by assisting and working collaboratively with the Director in the overall planning, organisation and delivery of CPL courses and conferences, and editing the JPL;
- b. Maintain close relationships with the membership and assist them with issues related to their professional learning through the operations of the CPL. This will include the coordination of courses and conferences, the editing of the JPL and the coordination of podcasts;
- c. Attend CPL courses and conferences;
- d. Attend CPL administration and planning meetings;
- e. Assist the Director to report to the Committee of Management of the CPL, the Executive, Council, Conference and Senior Officers of the union;
- f. Attend Annual Conference, Council and CPL Committee of Management meetings whenever not prevented by carrying out other duties, and attend Executive if required to assist the Director of the CPL to provide reports and advice to the Executive; and
- g. Recruit new members as a part of their work.

While the Assistant Director is appointed to a specialised position, they may be required to undertake other duties as requested by the General Secretary.

In order to comply with NESA accreditation requirements and meet the Australian Professional Standards for Teachers, the Assistant Director will be required to engage with a negotiated Performance and Development Framework over time.

The Assistant Director is based in the Federation in Surry Hills and at times is required to travel to other parts of the state to support the operations of the CPL.

The Assistant Director may be required to work hours that take into account the extended hours of operation for the delivery of the CPL program. It is expected that the Assistant Director have a current NSW Drivers Licence.

The Assistant Director will have responsibility to:

- a. Organise, promote and conduct CPL courses and conferences in collaboration with the Director and work with presenters involved in the development of events;
- b. Assist the Director with the promotion of CPL events and resources to optimise membership access;
- c. Organise the development of course and conference materials;
- d. Liaise with Professional Officers as appropriate in the delivery of the CPL program of professional learning for members;
- e. Be responsible for the content of the JPL including the online journal and the podcasts;
- f. Research, source and edit material for the JPL online journal;
- g. Consult with the Director and the Senior Officers, as appropriate, on the content of the JPL and podcasts;
- h. Report to the CPL Committee of Management about the content of the JPL online journal and the podcasts; and
- i. Work with the Director and the appropriate staff to deliver the CPL program

### **Position criteria**

- Complete commitment to the goals of the NSWTF and the principles of public education.
- Wide experience in teaching and education at a senior level.
- Knowledge of, and skills in, exemplary current practice and issues in professional learning.
- Skills in the principles of adult education.
- Knowledge of the range of modes of professional learning.
- Ability to liaise with the full range of personnel involved in the operation of the CPL and JPL.
- High-level writing and editorial skills.

### **Salary and conditions**

The salary will be equal to that of a Head Teacher under the relevant teacher award and the working conditions, superannuation arrangements and leave provisions will be commensurate with those of Professional Officers of the NSWTF. The appointment will be for three years with a three-month probation period if the successful candidate has not previously held this position.

### **Applications**

Candidates should apply to the Federation General Secretary, with a written application, not exceeding four A4 pages, that addresses the position criteria with reference to the job description and the names and contact details of two referees.

Applications should be marked Confidential: Attention John Dixon, General Secretary, NSW Teachers Federation and either forwarded by email to [mail@nswtf.org.au](mailto:mail@nswtf.org.au) or by post to Locked Bag 3010, Darlinghurst 1300.

Applications will be accepted up to 4pm on Friday, 19 October, 2018.

Enquiries should be sent to [mail@nswtf.org.au](mailto:mail@nswtf.org.au), attention Kathy Deacon (Director, CPL).