



Position Description – Coach and Mentor

Dept/Location	Award/Agreement & Classification	Report to	Direct Reports
Adult Learning Remote /Hybrid / Gowrie Carlton North or other locations as required	Award free GV Level 5	Program Manager	N/A

Scope

To deliver coaching and mentoring to Teachers and Educators which support Gowrie's purpose of championing good early childhood education and care for all who teach and care for children. This role will deliver coaching and mentoring through a range of programs based on the defined frameworks and program methodology. This role will offer a variety of modes of coaching and mentoring including face to face observations in services, phone and/or online support as required.

To work as an integral member of the Gowrie Adult Learning team to enhance and develop relationships with mentees, services, other team members, Gowrie staff in other business units and external professional networks.

Responsibilities

Gowrie Victoria is a flexible learning organisation. As such, the following is a list of indicative responsibilities for this role:

- Provide coaching and mentoring through the delivery of a variety of programs on behalf of Gowrie Victoria and the Department of Education. This may include Mentoring for Provisionally Registered Teachers and Coaching for Returning Teachers and Educators
- Provide high quality coaching and mentoring which leads to quality outcomes and evaluation.
- Ensure successful and positive outcomes are reached
- Identify opportunities and provide advice and guidance on ways to move forward and to grow in areas of practice
- Compliance with all regulated standard and contract obligations
- Proactive communications (phone and email)
- Administration/record keeping (recording of mentee milestones as they occur)
- Maintain relevant records, utilising the CRM as the source of truth.

- Provide ad hoc support to Adult Learning or Early Learning, as required, in line with skills and experience.
- Support continuous improvement across the adult learning function of the organisation. This includes providing insights and perspective on coaching to support the continuous improvement and increase the impact of Adult Learning programs and services

This is not an exhaustive list of activities.

Relationships

Key Internal Relationships

- Program Manager, Adult Learning
- Consultants Adult Learning
- Program Coordinator, Adult Learning
- Executive Manager, Adult Learning

Key External Relationships

- Educators and Teachers
- Service Providers and Leaders (those employing or placing mentees)
- Professional Networks
- Contractual partners and organisations such as VIT and DE

Required Competencies and Attributes

Knowledge, Skills & Experience

Leadership and Influence

- Ability to act as a leader across the ECEC sector and to represent Gowrie as a leading organisation
- Demonstrated experience as an Early Childhood Teacher
- Deep understanding of approved learning frameworks including Early Years Learning Framework and Victorian Early Years Learning and Development Framework
- A working knowledge of Commonwealth and State Government legislative framework, policy and funding programs for Early Childhood Education and Care Services including funding arrangements and accountability
- Demonstrated experience in the application of principles of capacity building and strength-based support for individuals
- Demonstrated skills in mentoring and coaching
- A sound understanding on the VIT Inquiry process and criteria for moving to full teaching registration
- Ability to work autonomously and to be self-motivated within your role
- Ability to effectively liaise with a wide range of individuals
- A demonstrated successful, positive and proactive approach to communication
- Demonstrated high level written and oral communication skills

Processes and Systems

- Demonstrated ability to ensure work application, record keeping, and outcomes meet contract requirements and adhere to Gowrie Victoria policies, procedures and standards
- A demonstrated proactive approach to the development of new strategies and systems
- Ability to use record management systems (CRM) as required

Qualification, Certification and Training

Essential

- Completed a Bachelor of Early Childhood Education
- More than 5 years experience as an ECT

- Full teaching registration with VIT
- Completed VIT Effective Mentoring Program
- Current Victorian Drivers Licence and car
- Current Working with Children check

Desirable

- Demonstrated successful experience in mentoring provisionally registered teachers
- Networking / partnering skills
- Use of a CRM or other management system
- Experience in Leadership roles such as Educational Leader or Nominated Supervisor

Values Alignment

Gowrie Victoria's purpose is underpinned by our Values which guide us in our daily practice, decision making and actions. To be successful at Gowrie Victoria you must possess the following attributes:

- Demonstrate the flexibility to learn and grow;
- Invest time in building relationships;
- Consistently pursue higher standards;
- Cultivate a friendly and supportive environment.

Employee Acceptance

I <insert full name> _____

of <insert residential address> _____

accept this position description which is aligned to and in accordance with my employment agreement with Lady Gowrie Child Centre (Melbourne) Inc. I accept all items, tasks, content and responsibilities outlined within this position description.

Employee Signature

Print Name

Date: