



## Virtual War Memorial Australia

### POSITION DESCRIPTION AND PERSON SPECIFICATION

Employing Organisation:	Virtual War Memorial Ltd
Position Title:	Schools Support Manager
Supervisor:	Chief Executive
Tenure:	<b>Fulltime</b> <b><u>Fixed Term</u></b> (January 2022 – 30 June 2022)

### KEY PURPOSES OF THE POSITION

The Virtual War Memorial Australia (VWMA) Schools Program has been made possible through a generous grant from the SA Department for Education. The Schools Program is framed by the requirements of both the national and South Australian curricula and has at its core the incorporation of the VWMA as a resource that delivers a multifaceted research, learning, assessment and publication tool. The Support Manager will be accountable for ensuring that all interactions with (SA) schools deliver high-level engagement with the historical subject matter, the development of research skills and a rewarding and enduring learning experience specifically at the secondary level (Yr 9 & Yr10). The Schools Support Manager will develop proactive communication strategies that connect teachers to resources and advice at key points across the learning cycle; be available for in-class support; respond to student and teacher requests for support; moderate & publish student submissions; develop and implement effective program feedback mechanisms and monitor and respond to any technical development requirements of the learning portal.

### ORGANISATIONAL ENVIRONMENT

Virtual War Memorial Ltd is a not-for-profit organisation and registered charity (ACNC) which is responsible for all aspects of the Memorial. Virtual War Memorial Australia is the registered 'Trading As' business name.

VWMA is an outstanding national commemorative collection, purpose built to honour the personal experiences of **all** those who have served the nation in times of armed conflict. It pays special honour to those who lost their lives as a result of their service and equally honours those who returned, forever changed. It was officially launched on 8 August 2014 and it has grown steadily and is increasingly recognised for its relevance, research capability, data accuracy and integrity. VWMA has a strong focus on education and community engagement all through a 'best of breed' digital platform that is accessible 24/7 globally.

VWMA has successfully secured financial support from government through competitive grants and from corporate and individual donors. The SA Department for Education has

supported the School Program since 2015 and the **current funding cycle expires on 30 June 2022**. The VWM Board and Executive review outcomes and will determine the on-going staffing needs on an annual basis and offer employment accordingly. Employment cannot be offered beyond the current funding period at this stage.

## **KEY RESPONSIBILITIES**

Reporting to the Chief Executive, the Support Manager is accountable for ensuring that all interactions focused on student learning are managed proactively and professionally with a strong focus on reportable outcomes. The Support Manager, with guidance from the CEO and Reference Group, is responsible for planning and delivery of learning support in line with schools-based needs. This work will involve:

- Ability to plan and implement strategies on a term-by-term basis, create work timelines that support the successful delivery of the objectives of the Schools Programs.
- Maintain currency of all (Teacher) program training requirements including on-line User Support Manuals.
- Proactive and timely communications with all participating schools to ensure maximum support is delivered and information regarding any new materials that are sourced or developed enables immediate uptake if appropriate.
- Identification, development and review of all resources required to support quality student research and interpretation with an emphasis on relevant primary sources.
- Review formats and structures to guide teacher and student use of the Virtual War Memorial incorporating feedback at the end of each school term/semester.
- Monitoring of learning outcomes through satisfaction surveys.
- Timely coordination and support for meetings of the Reference Group Meeting (1 meeting per term).
- Plan and deliver the student & teacher Annual Award Ceremony (Feb/March)
- Plan and deliver appropriate Professional Development sessions.
- Support teachers and students preparing for the Premier's ANZAC Spirit School Prize as requested
- Moderation of student submission to ensure historical accuracy for public presentation.
- Preparation of annual and other periodic reports for the VWM Ltd Board and relevant funding agencies.
- From time to time organise and deliver Professional Learning sessions.
- Liaison as required with the Memorial Technical Team to ensure that all technical requirements/issues are identified and delivered including the design and delivery of individual school pages; framework for moderators and class groups; resource library and other support materials.

## **WORKING RELATIONSHIPS**

The Support Manager will develop effective working relationships with a broad range of stakeholders, including, but not limited to:

- Manager, Humanities Projects (HaSS), Curriculum Programs Department for Education
- The VWMA Schools Program Reference Group – for guidance and advice
- History Teachers Association
- Relevant Peak bodies such as CESA and AISSA

- The technical team at Mindvision Interactive
- Virtual War Memorial Volunteer Team
- Veterans SA
- The Army Museum of South Australia
- The State Library of South Australia
- The History Trust of South Australia

## **EXPECTATIONS FOR THE POSITION**

- A sound working knowledge of Australian History as it pertains to the teaching of Yr 9 & Yr 10 units.
- Demonstrated ability to work independently. Strong task orientation and demonstrated ability to problem solve and deliver innovative solutions.
- Experience of working successfully with teachers (peer-to-peer) and students in differing learning environments.
- Ability to identify best practice approaches to enhance accessibility of programs and learning outcomes.
- Ability to establish and maintain productive and effective peer to peer working relationships.
- A methodical, proactive and learning centred approach to program delivery.
- Capacity to contribute to the efficient and effective functioning of the team in order to meet objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as requested by the line manager.
- Be available for some out of hours work and be proactive in the negotiation of working hours and flexibility as required for the successful delivery of program milestones. NB – all staff are required to be available for work on key commemorative days such as ANZAC Day/Remembrance Day regardless of what day of the week the day falls.
- Ability to contribute to the successful promotion and delivery of commemorative activities.
- Be familiar with and comply with all workplace policies, particularly the Work Health and Safety, Code of Conduct, Privacy & Confidentiality Policies.
- Professional personal presentation at all times.

## **PERSON SPECIFICATION**

### **Essential criteria**

- 3 - 5 years experience teaching secondary level History
- Tertiary qualification in History (preferably Australian, Modern European or Military History) and evidence of a passion and understanding of historical research and study methodologies.
- Evidence of registration as a teacher in South Australia or a teaching qualification sufficient for registration as a teacher in South Australia.

- Strong communication skills providing evidence of the ability to develop effective relationships both internally and externally - specifically evidence of highly effective verbal presentation skills.
- Capacity to deliver outcomes against defined strategic objective.
- Demonstrated success in development and implementation of curriculum-based student learning programs.
- Evidence of highly effective program-delivery skills and experience inclusive of the use of technology based learning platforms.
- Evidence of the ability to manage conflicting priorities efficiently and effectively with excellent attention to detail.
- Evidence of use of digital platforms and applications to enhance learning.
- Knowledge and experience with workplace policies and procedures and ability to exercise judgement and use initiative.
- Current Drivers Licence.
- Current clearance to Work with Children is mandatory
- COVID-19 – proof of fully vaccinated status.

**Desirable criteria**

- Be self-motivated to continue expanding your knowledge and skills.
- Have experience of working with students and teachers at the high school level.
- Experience in the research, development and production of program support materials.
- Demonstrated success in the development and delivery of professional learning programs, inclusive of participant training.
- Understanding of and familiarity with the National and State based Curricula for History
- A broad knowledge of Australian history
- Previous experience in peer to peer training.

Authorising Officer: Sharyn Roberts  
Chief Executive Officer

Signature: *Sharyn Roberts*

Date: 24 December 2021