

School Council Training Facilitator – Position Description

Position title: School Council Training Facilitator

Employment type: Casual

Location: Various locations including from home and at schools in your area. Some travel may be required to other parts of the state as needed

Reports to: School Services Program Coordinator

Director reports: Nil

Synergistiq was established in 1990 and has established a highly-credible reputation over the past 30 years working with a wide range of clients, including government, community and the private sector organisations. We provide strategy advice, design and deliver a wide range of evaluations using various methodologies, conduct research, and design and deliver programs and services. We work across the education, justice, community and health and wellbeing sectors and specialise in collaborative, participatory and person-centred work.

School Council Training

Synergistiq is the training delivery partner for the Victorian Department of Education's Improving School Governance program. Since 2015 we have delivered training across the state to Victorian public school councils. These councils are subject to legislation and regulations that guide their activities. Our training supports schools and their councillors to effectively enact those responsibilities.

Role Description

We require education professionals to facilitate School Council Training and council coaching sessions. School Council Training is delivered face-to-face onsite at schools across the state, or virtually with facilitators able to work from home or our North Melbourne office. Each session runs for 2 hours and 15 minutes. Training sessions take place throughout the day and evenings with most sessions commencing at 6pm. Training are delivered only during school terms (not during holidays) and on week days. The majority of training takes place during Terms 2 and 3. Facilitators work casually and are offered sessions based on their availability and location.

Training is delivered in four subject areas:

- Governance
- Finance
- Strategic planning
- The role of President

The content for these modules is fixed with facilitators delivering against the training program, using the slide deck, speaking notes and provided handouts. All facilitators are given training and are able to draw on and share their own experiences through discussions.

We expect all facilitators to be able to deliver at least two subject areas. Our preference is that facilitators are trained and able to deliver across all four.

Coaching sessions are provided to school councils in particular contexts and require more in-depth work between the facilitator and school and include observation or chairing of a school council's meeting. Each situation is unique requiring a different response. Guidance and support is provided by the School Services Program Coordinator.

Facilitator training

All new facilitators are required to participate in training before delivering any modules. The Department of Education provides training for new facilitators on module content. Synergistiq provides training on the logistics of delivering the training, our systems and process, including virtual facilitation. All new facilitators also attend a session to observe prior to commencing delivery.

Key responsibilities

School Council Training facilitators are expected to:

- liaise with the School Services Program Coordinator and Synergistiq staff as required via phone and email maintaining clear and responsive communication
- confirm availability for nominated sessions through Synergistiq's booking portal
- for face-to-face or private virtual sessions, connect with a host school principal prior to the session to discuss the particular circumstances at the school
- deliver the topic areas as per the specifications and guides
- answer questions from participants during sessions in line with Department of Education guidance, or take any questions outside of scope on notice
- mark participant attendance and distribute post-session feedback forms through Synergistiq's booking portal
- record and submit timesheets and reimbursement claims for face-to-face sessions, including mileage, meals and incidentals
- participate in ongoing training or content updates as required, including a briefing at the start of each calendar year
- deliver coaching sessions when required and in discussion with the School Services Program Coordinator and provide post-session report/s
- maintain professionalism and confidentiality when working with schools and school councils, escalating situations when needed to the School Services Program Coordinator
- other administration tasks associated with delivery of the role, including completing and maintain Working with Children's checks or submitting proof of Victorian Teachers Institute registration
- work in a way which demonstrates Synergistiq's values and adheres to our policies and procedures.

Key Selection Criteria

We are seeking candidate who possess:

- school leadership or departmental experience and principal or vice principal experience is strongly preferred
- presentation and group facilitation experience in an education context
- knowledge of the role and function of school councils, and experience working with a school council is strongly preferred
- excellent interpersonal skills and an ability to work within sensitive circumstances
- flexibility, adaptability, and good humour
- openness to feedback and willingness to continue learning and developing
- professional demeanour
- willingness to undergo and ability to pass a Victorian Working with Children Check and National Police Check
- a current Victorian drivers' licence (if intending to undertake face-to-face training; not required if only considering virtual delivery)
- experience facilitating online, with a willingness to learn or prior experience with Zoom and Teams, will be well regarded

Employment details

Facilitators are paid on a per session basis and are reimbursed (where relevant) for their travel and ancillary costs. When required, Synergistiq books accommodation on behalf of facilitators unless alternative arrangements are made. All training is paid on an hourly basis.

Given the nature of the program, the number of sessions a facilitator may deliver varies based on their availability, location and topics for which they are approved to deliver.

Occasionally, additional work as an educational expert with our research and evaluation team may be available. This could include facilitating focus groups or interviews with schools, undertaking site visits, and providing conceptual or expert advice on education policy or topic areas. If this may be of interest, we are happy to discuss with interested candidates during recruitment.

Application information

Applicants are asked to provide a curriculum vitae and a short covering letter (max one page) describing experience and knowledge of school council and the relevant training areas. Please nominate the topic areas that you would like to deliver and the delivery modes you are willing to facilitate (face to face, virtual, both).