

PROFESSIONAL EXPERIENCE PLACEMENT COORDINATOR
POSITION DESCRIPTION

Position Title:	Professional Experience Placement Coordinator	Position Number: 3959	Faculty/Division: Faculty of Arts
Classification:	HEO6	No. Direct Reports 0 & Highest Classified Position: N/A	School/Branch: School of Education
FTE: 1.0	Reports to: School Manager	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit: School of Education Office
Position Summary:	<p>The School of Education has a history of over 120 years of educational research and teacher education in South Australia. The School offers a range of degrees at both undergraduate and graduate levels.</p> <p>The Professional Experience Placement Coordinator manages the School's program of Professional Experience Placements for the undergraduate and postgraduate teaching degrees, including international placements. The Coordinator is responsible for negotiating, organising and managing student professional placements within diverse school environments and liaising with other related stakeholders and agencies. The Coordinator provides high level advice to School and Faculty management on the national program accreditation standards, professional experience placements and management practices as they pertain to students and professional experience placements. The Coordinator is responsible for developing and maintaining relationships with key stakeholders both internal and external to the University.</p>		
Position Characteristics:	Scope	<p>Working under general direction, the Professional Experience Coordinator is situated in the School office and is part of the School's professional staff team. The Coordinator manages the subject specific Professional Experience Placements in secondary schools for approximately 120 undergraduate and 120 post graduate teacher education students in the School of Education for at least two separate placement periods.</p> <p>The School offers a range of academic programs for undergraduate, postgraduate and research students.</p>	
	Significant internal/external relationships	<p>Head of School School staff School undergraduate, postgraduate and HDR students University and Faculty professional staff Secondary school staff Department of Education and Child Development Association of Independent Schools of South Australia Catholic Education SA</p>	
	Special conditions	<p>Reasonable workplace adjustments will be made for people with a disability.</p> <p>Some out of hours work may be required.</p> <p>Evidence of an assessment and letter of clearance from the DCSI Screening Unit is required prior to making an appointment to this position.</p>	
	Delegations	NIL	

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<p>Key Responsibilities and Outcomes</p>	<p>1</p>	<p>Program coordination and advice</p>	<ul style="list-style-type: none"> ▪ Plan and negotiate professional experience placements including regional and international placements consistent with the national program accreditation criteria at least twice a year for students in their fourth year of undergraduate study, and the graduate entry teacher education programs. ▪ Design and implement processes to reflect national policy changes in professional experience placements including those underpinning the development of partnerships with schools. ▪ Provide high level advice to staff and students on policies, procedures and guidelines relating to student placements. ▪ Develop and disseminate information to schools about the professional experience placement programs and responsibilities of mentor teachers. ▪ Partner with schools to ensure assessment of student achievements is consistent with the national program accreditation standards. ▪ Develop placement handbooks and other placement information. ▪ Liaise and provide regular communication with students concerning their professional experience placements. ▪ Manage the resolution of students and schools complaints with discretion and sensitivity or refer to the relevant area as appropriate.
		<p>2. Stakeholder Engagement</p>	<ul style="list-style-type: none"> ▪ Develop and maintain effective relationships with schools to facilitate student placement opportunities. ▪ Develop and maintain effective relationships with external University liaisons and organise and allocate University liaisons for students on placements. ▪ Liaise with site coordinators and School academic staff to develop mentor teacher professional learning opportunities.
		<p>3. Administrative Support</p>	<ul style="list-style-type: none"> ▪ Maintain databases containing student information including the mandatory Child Protection checks and other mandatory requirements necessary for student placements. ▪ Organise 'responding to abuse and neglect' workshops for all students. ▪ Oversee the processing and maintenance of students' teaching professional experience reports. ▪ Ensure accuracy of content of professional experience placement on the School of Education's website

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Criteria	Capabilities and Behaviours	Communication	<ul style="list-style-type: none"> • Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood. • Is persuasive and confident in communicating ideas. • Negotiates win-win outcomes by exploring different positions and building consensus.
		Service focus	<ul style="list-style-type: none"> • Takes personal responsibility to resolve enquiries, requests or complaints. • Uses initiative in actively and promptly following up with clients to ensure satisfaction with the service. • Demonstrates active listening and questioning skills to identify client needs and issues.
		Teamwork	<ul style="list-style-type: none"> • Provides appropriate information, support and encouragement to enable successful task completion. • Actively participates in team meetings through sharing ideas and contributing to discussions. • Accomplishes shared goals through accepting joint responsibility.
		Relationship Building	<ul style="list-style-type: none"> • Respectfully interact with people from diverse backgrounds and experience. • Builds trust in relationship through maintaining confidentiality and keeping commitments. • Builds rapport by making informal contacts in own and other work areas.
		Flexibility and adaptability	<ul style="list-style-type: none"> • Adapts to changes in environment and work demands, working effectively with a variety of situations and people. • Adapts responses and tactics to fit changing circumstances. • Provides ideas for improvement and constructive input into change initiatives.
	Knowledge and Experience	<ul style="list-style-type: none"> ▪ High level of interpersonal and written and verbal communication skills. ▪ Demonstrated knowledge of planning and time management strategies ▪ Demonstrated ability to meet deadlines under pressure with flexibility, initiative and persistence. ▪ Demonstrated capacity to proactively identify and solve problems ▪ High level of computing skills including a sound knowledge of MS Word, MS Excel, Internet ▪ Demonstrated experience in providing customer service in a professional manner. ▪ Demonstrated ability to develop and maintain relationships with a diverse range of stakeholders both internal and external to the organisation. ▪ Ability to work independently and as part of a team. ▪ Excellent attention to detail. ▪ A sound understanding of the national program accreditation standards. ▪ Experience in coordinating and providing advice on professional student placements. 	

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	Qualifications	<ul style="list-style-type: none"> ▪ Completion of a degree and relevant experience, or an equivalent combination of relevant experience and/or education/training. 	
Occupational Health, Safety and Welfare Requirements	<p>All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</p>		
University Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 		
Approvals: Head of School / Branch Manager Human Resources	Head of School / Branch Manager Name: Signature: Date:	Director Human Resources Name: Signature: Date:	