Position Description

The Gifted and Talented Coordinator’s role encompasses the whole school. The Gifted and Talented Coordinator will work with students and staff across all levels, with an emphasis on the areas of gifted education for enrichment and acceleration. There will be a time allocation that balances program management with teaching.

The Gifted and Talented Coordinator will work closely with the Deputy Principal, Heads of Schools, House Deans, Academic Deans and with classroom teachers in establishing appropriate and relevant individual education programs for students in the Gifted and Talented Program.

The Gifted and Talented Coordinator assesses the needs of identified students and provides programs for students to support their educational goals. The pathway for reporting will vary according to the different aspects of the role.

Key Responsibilities

- Provision of a challenging program for gifted and talented students, to maximise their educational experience.
- Coordination and teaching of the Gifted and Talented Program.
- To write Individual Educations Plans (IEP’s) and reports for gifted and talented students and reports, and to provide feedback to students, parents and teachers through support meetings each semester.
- Assessing and monitoring students’ progress in the program.
- Timely provision of assessments.
- To train staff in the delivery of programs for gifted and talented students.
- To take a lead role in promoting and supporting gifted and talented students.

Meetings

- Faculty Meetings
- Staff Meetings
- Professional Learning Meetings
- Year Level Meetings
- Other committees, the foci of which pertains to the role of a Gifted and Talented Coordinator

Expected Outcomes

- Demonstrated support of and respect for the School’s vision, values, goals, policies and procedures.
- Delivery of a challenging program for gifted and talented students.
- Provision of IEP’s for each gifted and talented student.
- Provision of timely assessments.
- Provision of program training and support to staff.
Kilvington Grammar School
Position Description
Gifted and Talented Coordinator

- Effective day-to-day operation of the program, including demonstrated improvement of systems and processes.
- Effective, positive and cohesive working relationships with all members of the School Community and relevant external bodies.
- Agreed initiatives implemented effectively and key performance targets achieved.
- Timely provision of advice, support and reports to the Deputy Principal.
- Prompt, accurate and professional response to staff, student, parent and external bodies.

Working Relationships

The Gifted and Talented Coordinator:
- Reports directly to the Deputy Principal.
- Works in conjunction with the Learning Support Coordinator.
- Provides support and advice to staff as required.
- Liaises with external agencies and providers.

Qualifications

Academic qualifications in gifted and talented education from a recognised university, significant support experience. Current teacher registration with the Victorian Institute of Teaching (VIT).

Experience and Skills

- Demonstrated skills in writing, developing and implementing gifted and talented educational programs.
- Experience in training staff in the delivery of a cohesive program.
- Familiarity in writing reports and procedures consistent with the needs of the program.
- Outstanding communication skills demonstrated by a rapport with all levels of the organisation.
- Strong organisational and time management skills with an ability to manage and prioritise a number of concurrent tasks whilst meeting prescribed deadlines.
- A solution-orientated person, with an ability and a desire to identify and bring about significant improvement and streamlining of processes, systems and record keeping.
- Demonstrates high-level computer skill and literacy, with a comprehensive knowledge of computer packages including Microsoft Office Suite - Word, Excel, PowerPoint and Outlook and specific school packages including Synergetic.

Personal Characteristics

- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School
- Presents a professional and positive demeanor and is a solution orientated person
- Demonstrates a commitment to the professional development of staff.
- Presents a professional, positive, warm, calm and welcoming persona.
- Demonstrates high levels of confidentiality.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute.
• Possesses a strong work ethic.
• Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail.
• Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
• Is flexible and has an ability to adapt and operate effectively in an engaging and evolving environment.
• Shows a strong commitment to deliver exceptional service.

Additional Information

This full-time position (1.0 FTE) requires the Gifted and Talented Coordinator to work flexible hours. The incumbent will be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.