

Koorana Child and Family Services - Position Description

Position Title: Specialist Teacher - Disability and Inclusion Sector Capacity Building Program

Reporting Relationship: Service Manager

Direct Reports: None

1. Position Purpose

Koorana works with all children, and is committed to delivering quality children's services through the provision of early childhood education, intervention and family support in ways that acknowledge and respect all individuals. Services are provided across the Inner West and South West areas of Sydney, and surrounding suburbs.

The Disability and Inclusion Sector Capacity Building Program aims to support community preschools to:

- Increase their capacity to include children with disability and additional needs on the same basis as their peers
- Enable equitable education outcomes for children with disability and additional needs consistent with the five outcome areas of the Early Years Learning Framework (Identity, Connectedness, Wellbeing, Confident and Involved Learners, Communication)
- Understand the National Disability Insurance Scheme (NDIS) as it relates to the delivery of supports for children through the Early Childhood Early Intervention (ECEI) approach within an educational setting.

2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The General Manager Client Services supports the CEO by leading all of Koorana's service delivery, supported by two Service Operations Managers, covering the

- Intervention Supports and Disability Services
- Community Supports.

The CEO, General Manager Client Services and General Manager Corporate Services form the Executive Management Team.

Koorana values self determination, access and equity, mutual respect, collaboration, ethics and integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that

- respect, support and enhance the vital role the family plays in their child's life and development
- recognise the ways in which a child's abilities, disability, developmental delay or challenging behaviour can impact on all family members.

Koorana's services are designed to ensure that families are well informed, have choices, and are supported in their decisions.

3. Position Responsibilities

3.1 Increase nominated preschools (14 in Bankstown area or 13 in Catherbury area) capacity to include children with disability and additional needs on the same basis as their peers

- Initial site visit and consultation to assess service need and develop plan
- On the floor mentoring/coaching/training and workshops
- Provision of information and printed resources information – protocols, recommended practices and research
- Community links

3.2 Enable equitable education outcomes for children with disability and additional needs consistent with the five outcome areas of the Early Years Learning Framework (Identity, Connectedness, Wellbeing, Confident and Involved Learners, Communication)

- Provision of information and printed resources information – protocols, recommended practices and research
- Onsite support to develop Individual Learning Plans (ILP)
- Collaboratively explore strategies to improve and link to the preschools' Quality Improvement Plans (QIPs)
- Provide on site assistance to complete individual applications for DIP funding

3.3 Improve educators understanding of the National Disability Insurance Scheme (NDIS) as it relates to the delivery of supports for children through the Early Childhood Early Intervention (ECEI) approach within an educational setting.

- Provision of NDIS information
- Facilitate access pathways to ECEI partners specific to their region
- Support to develop collaborative partnerships with relevant professionals working with specific children, eg. keworkers, therapists, etc.

3.4 Effective and timely completion of administrative tasks

- Develop an effective timetable for the delivery of services
- Timely completion of all required documentation, reporting, and record keeping tasks
- Attend to any other administrative duties as may be required.

3.5 Professional responsibilities, advocacy and representation

- Adherence to operational guidelines for service delivery as outlined in the organisation's policy and procedure documents
- Represent or attend relevant external meetings, including interagency networks, and community forums where appropriate
- Promote the services of Koorana through a range of communication strategies
- Initiate contact and regularly liaise with other relevant professionals and organisations in a collaborative and consultative manner
- Ensure a holistic early childhood educational perspective is maintained within each child's individual learning program (ILP) and keep abreast of current research and trends

- Ensure adherence to legislative requirements in regards to Child Protection, Occupational Health and Safety, and Disability Standards
- Contribute to the development of relevant policies, procedures, and practices within the team
- Contribute to and/or participate in relevant research conducted either by Koorana or an approved outside party when required
- Employ current best practice and research based principles into work performance
- Support and mentor new staff as requested by the Team Leader/Service Manager

3. Key Selection Criteria

Qualifications

- A recognised degree specialising in Early Childhood Education
- Qualifications and/or experience in Special Education

Experience & Skills

- Experience in the delivery of evidence-based early childhood Intervention practices and processes
- Practical experience working with children with additional learning needs in natural learning environments e.g. home, educational and community based settings
- A solid theoretical understanding of child development and of disabilities
- Knowledge of the principles of family-centred practice
- Experience working within a team environment implementing transdisciplinary practice
- Knowledge of legislative National Regulations and National Laws, disability standards, and experience in their practical application
- Ability to interpret professional reports
- Demonstrated ability to take initiative, prioritise, plan ahead, anticipate risks and problem solve
- Demonstrated ability to work in a culturally diverse community
- Proficiency with Microsoft Office computer applications

Personal attributes

- Respect for the philosophy and values held by Koorana
- Exceptionally well organised
- Current First Aid Certificate
- Current Driver's License
- Access to a comprehensively insured vehicle.

5. Personal and Professional Development

- Maintain membership of their appropriate relevant professional body
- Attend internal/external training as appropriate
- Participate in a performance development and review process
- Participate in at least one unpaid, out of hours community activity in each calendar year (e.g. AGM, local festivities etc.)

6. Confidentiality

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.