

# Position Description



<b>Title</b>	KIS Consultant
<b>Business Unit</b>	Early Learning
<b>Location</b>	291A Maroondah Hwy, Ringwood VIC
<b>Employment type</b>	Casual
<b>Reports to</b>	Early Learning Coordinator

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

This position provides support to Early Childhood educators enabling them to provide an inclusive program working with KIS funded children in State funded kindergarten programs. Operating within the Education and Inclusion program, the role is funded by the Department of Education and Training (DET), and is based at Ringwood although travel to other sites may be required.

## 3. Scope

**Budget:** nil

**People:** no direct reports

## 4. Relationships

**Internal:**

- Early Learning Coordinator
- KIS Administrator

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- Early Childhood Educators including Uniting Additional Assistants

### External

- Early Years Management
- Early Childhood professionals
- Local Government
- Early intervention agencies and other specialist services.
- Families of KIS funded children

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## 5. Key responsibility areas

### Service delivery

- Support Early Childhood Educators to build their capacity to develop and implement an inclusive program, recognising that educators require varying levels of support
- Complement early childhood educator knowledge and skills, while acknowledging their expertise in supporting children's learning and development
- Assist Early Childhood Educators to contribute to positive outcomes for all children, as defined in the Victorian Early Years Learning and Development Framework (VEYLDF)
- Assist Early Childhood Educators to respond to each child's interests, abilities, and needs
- Promote collaboration between the family, other professionals and Early Childhood Educators
- Assist Early Childhood Teachers to enhance their knowledge, confidence, skills to:
  - implement previously identified adaptations to the program, activities, routines and environment
  - plan programs that respond to newly identified learning and development needs of all children
  - support all children to access and meaningfully participate in all aspects of the program
  - implement a team approach to support inclusion of all children
  - respectfully engage with families and respond to families concerns
  - link with and collaborate with other professionals
  - participate in ongoing program evaluation
  - maintain knowledge of current research and best practice, using this knowledge as a basis for self-reflection
  - contribute as part of a team to the achievement of organisation strategic and business plans for achievement of financial, quality management and customer service targets
- The level and type of support offered to funded kindergartens will be informed by consultation and collaboration with the Early Childhood Teacher and may include:
  - provision of resources and information
  - observations of kindergarten setting and feedback
  - linkages to professional development opportunities (e.g. training, professional networks)
  - one-to-one consultation and coaching sessions (onsite, telephone).

### Quality and risk

- Ensure that the principles of Continuous Quality Improvement are an embedded element in all staff practice

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- Ensure a consistent application of Uniting’s approach to Quality Management, Quality Assurance and Improvement.
- Follow program/service quality assurance programs to ensure compliance requirements are met.
- Follow systems and procedures established to support quality assurance and improvement measures
- Ensure a safe working environment in accordance with the Occupational Health and Safety Act 2004

#### **Personal accountability**

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## 6. Person specification

### **Qualifications**

- Bachelor of Teaching (Early Childhood) or equivalent
- Additional qualifications in Special Education would be an advantage
- Current Victorian Drivers Licence

### **Experience**

- Minimum of 5 years of experience in early childhood services is essential

### **Core selection criteria**

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Industry Knowledge:**
  - well-developed understanding of the National Quality Framework for Early Childhood Education and Care
  - well-developed understanding of Victorian Early Years Learning and Development Framework, with the ability to apply the VEYLDF practice principles

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- knowledge and understanding of the barriers to inclusion in kindergarten settings and ability to support inclusion
- demonstrated sound understanding of inclusive practice to support responsiveness to diverse needs of all children in the context of kindergarten program
- **Communication Skills:** Open, honest, articulate and flexible approach to communication both written and verbal, ability to actively listen and liaise confidentially, effectively and courteously with stakeholders
- **Organisational Skills:** demonstrates high level organisational, time management and priority setting skills, with the ability to work with minimal supervision in a variety of work settings
- **Teamwork:** willingness to be proactive and help others as part of a team, contributing to the continuous improvement of a positive, collaborative and effective work environment
- **Professionalism:** Self-confident, focused and clear about purpose, and able to set appropriate personal boundaries.
- **Relationship Building:** High level skills in building and sustaining professional partnerships, and well-developed ability to build and manage diverse networks and form collaborative partnerships with early childhood professionals
- **Strategic Focus:** Ability to implement capacity building strategies including collaboration, consultation and coaching
- **Conscientious:** Achievement, results and outcome oriented; self-motivated with the ability to understand requirements quickly and work autonomously.
- **Open to experience:** High level self-awareness including interpersonal strengths and areas for development, ability to admit mistakes as an opportunity for reflection, learning and development.
- **Interpersonal focus:** Strong sense of ethics, morals, interest in people, respect for others, and the ability to suspend judgement
- **Computer literacy skills:** Moderate level skills in use of Microsoft Office applications

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### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.**

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### 8. Acknowledgement

**I have read, understood and accepted the above Position Description**

**Employee**

**Manager**

Name:

Signature:

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KIS Consultant



Date:

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