

Position Description

Title:	Kindergarten Inclusion Support (KIS) Engagement Officer
Business unit:	Early Learning
Location:	As per employment agreement
Employment type:	As per employment agreement
Reports to:	Early Learning Program Manager

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've 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're 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're 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

The purpose of this role is to support the Early Learning Program Manager, Kindergarten Inclusion Support (KIS) to effectively provide supervision to KIS Additional Assistants working in various kindergarten services across the regions.

Reporting to the Early Learning Program Manager (KIS), the KIS Engagement Officer will provide onsite supervision and support to upskill KIS Additional Assistants to deliver quality support to KIS eligible Early Learning Programs.

2. Scope

Budget:

Nil

People:

Nil

3. Relationships

Internal

- Early Learning Program Managers
- KIS Additional Assistants
- Early Learning Senior Manager
- KIS Administration Team
- Uniting Operational Supports
- KIS Specialist Consultants
- Uniting staff.

External

- KIS eligible state-funded kindergarten programs
 - Other government and community services organisations.
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4. Key responsibility areas

Service delivery:

- In conjunction with the Early Learning Program Manager, provide support and supervision for KIS Additional Assistants.
- Provide supervision for KIS Additional Assistants through visits to observe their practice at the early learning services as per Department of Education (DE)'s role of Additional Assistant guidelines.
- Make visits to KIS funded kindergarten services to assist the Additional Assistants to understand their role and how this should be delivered within the context of the kindergarten program.
- Ensure the KIS program service delivery meets contractual requirements as per the Department of Education KIS guidelines.
- Engage in probation visits for new starters at the end of their probation period and determine their suitability to the role.
- Facilitate Additional Assistant group supervision in the form of "Chat and Chew" sessions.
- Engage the Additional Assistants in professional development options as required.
- Assist in the organisation of relevant professional development for KIS Additional Assistants.
- Undertake other duties to support the KIS program as required.

Quality and risk:

- Participate in regular supervision with Early Learning Program Manager.
- Support and participate in continuous quality improvement processes.
- Participate in team reflective practice.
- Ensure a high-quality program is delivered to KIS eligible kindergartens.
- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

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.

Position Description

KIS Engagement Officer

- 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and / or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation.

5. Performance indicators

- Additional Assistant engagement.
- Supervise up to 300 Additional Assistants by visiting them onsite and supporting them via emails, phone calls and online team meetings including "Chat n' Chew" face-to-face sessions.
- Conduct at least 20 online professional development sessions a year.

6. Person specification

Qualifications

- A minimum of Diploma in Early Childhood Education and Care or other relevant ACECQA recognised Early Learning qualification.
- A current Victorian driver licence.

Experience

- Demonstrated experience in the early childhood education and care sector.
- Excellent communication skills.
- Demonstrated ability to role model best practice in early childhood education and care.
- Excellent time management and organisational skills
- Good computer literacy skills including demonstrated experience in the Microsoft Office suite.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - **Child safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - **People skills:** demonstrated ability to effectively supervise and communicate the importance of inclusion in an early childhood setting.
 - **Time management skills:** demonstrated ability to set priorities and manage time effectively.
 - **Sound discipline and knowledge:** in the underlying principles of early years gained through experience, education and training; and a comprehensive understanding of the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2012 / National Quality Standards.
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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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

8. Acknowledgement

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

Employee

Name:

Signature:

Date: