

Position Description



Title	Kindergarten Inclusion Specialist Consultant
Business Unit	Early Learning, Transitional Services
Location	185 Baillie St, Horsham, 3400
Employment type	Casual
Reports to	Early Learning Coordinator – Kindergarten Inclusion Support

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 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

1. Position Purpose

To provide support to early childhood teachers working with KIS funded children in State funded kindergarten programs.

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal:

- Early Learning Coordinator -NW and SW Kindergarten Inclusion Support Programs
- Uniting Early Learning Services Staff
- KIS administrators

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External

- PSFO Program
- Kindergarten staff
- Early Intervention staff

4. Key Responsibility Areas

Service delivery

- Support early childhood teachers to complement their knowledge and skills, while acknowledging their expertise in supporting children’s learning and development
- Support early childhood teachers to build their capacity to develop and implement an inclusive program
- Assist early childhood teachers to contribute to positive outcomes for all children, as defined in the Victorian Early Years Learning and Development Framework (VEYLDF)
- Assist early childhood teachers to enhance children’s learning and development by responding to each child’s interests, abilities, and needs
- Promote collaboration between the family, other professionals and early childhood teachers
- Recognise that early childhood teachers require varying levels of additional support
- Assist early childhood teacher to implement a team approach to support inclusion of all children
- Support early childhood teachers to Implement previously identified adaptations to the program, activities, routines and environment
- Assist early childhood teachers to 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
- Assist early childhood teachers to respectfully engage with families and respond to families concerns
- Provide early childhood teachers with network links and collaborate with other professionals
- provision of resources and information linkages to professional development opportunities (for example training, professional networks)
- One-to-one consultation and coaching sessions (onsite, telephone)

Quality and risk

- Participate in ongoing program evaluation
- Maintain knowledge of current research and best practice, and use this knowledge as a basis for reflection in your own work

Personal accountability

- 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.

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- Identify opportunities to integrate and work collaboratively across teams.
- 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.

5. Person Specification

Qualifications

- Bachelor of Teaching (Early Childhood) or equivalent as a minimum requirement. Additional qualifications in Special Education would be an advantage
- A current Victorian driver's license and access to a comprehensively insured and roadworthy vehicle
- A satisfactory Police Check and current Working With Children Check/VIT.

Experience

- Comprehensive knowledge of 3 and 4 year old Early Childhood Programs
- Sound understanding of teaching practices that support the delivery of high-quality early childhood programs under the Victorian Early Years Learning and Development Framework (VELYDF) and National Quality Framework (NQF)
- Comprehensive understanding of inclusive practice to support responsiveness to diverse needs of all children in the context of kindergarten programs
- Demonstrated experience in the support of other adults to achieve shared goals
- Ability to liaise with Early Childhood professionals, and the community regarding the access and participation of children with additional needs in funded kindergarten services
- High level skills in building and sustaining professional partnerships with early childhood teachers
- Ability to implement capacity building strategies through coaching and mentoring
- Well-developed ability to build and manage diverse networks and form collaborative partnerships with early childhood professionals

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated understanding of Early Childhood Development, specialising in children with additional needs and inclusive practices
- Demonstrated ability to implement capacity building strategies and to influence and motivate staff working in early years' settings
- Sound interpersonal skills with a focus on identifying and understanding skills, knowledge and capabilities of others
- Highly developed written and oral skills with the ability to prepare comprehensive reports and maintain concise records
- Established ability to set and achieve work goals, prioritise and meet timelines
- Capacity to work both autonomously and within a team environment

6. 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.

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

7. Acknowledgement

I have read, understood and accepted the above Position Description

Employee

Name:

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Signature:

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Date:

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