

# Position Description

<b>Title</b>	Preschool Field Officer (PSFO)
<b>Business Unit</b>	Early Learning
<b>Location</b>	Ebdale Hub, 20 Ebdale Street, Frankston
<b>Employment type</b>	Part Time, Ongoing
<b>Reports to</b>	PSFO Lead

## 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

Uniting Early Learning Services have a range of programs that support children's development and well-being, with a focus on vulnerable children. The Kindergarten Inclusion Support (KIS) and Preschool Field Officer (PSFO) program provides support to kindergartens to assist them to include children with severe disabilities and additional needs in their programs respectively.

This role is required to provide responsive inclusive support to the Department of Education and Training (DET) funded kindergarten programs and works within the kindergarten operating hours.

## 2. Scope

**Budget:** nil

**People:** nil

## 3. Relationships

### Internal

- PSFO Lead
- Area Manager, North East, Early Learning

## Position Description

### Pre School Field Officer (PSFO)

- Early Learning Program Manager
- Uniting ELS staff
- Uniting staff and management

#### External

- Kindergarten staff
- Relevant stakeholders

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## 4. Key responsibility areas

#### Service delivery

- Assist early childhood professionals in the planning and developing of teaching strategies to encourage the participation of children with additional needs (as aligned with the Victorian Early Years Learning and Development Framework (VELYDF) and National Quality Framework (NQF)
- Provide supports, resources, and information to early childhood professionals, particularly where it relates to the successful inclusion of children with additional needs
- Support family centred practices by offering parents in collaboration with early childhood professionals (whenever possible) information or advice on children's developmental stages and needs, resources and access to service options
- Refer children and families as required to appropriate specialist services
- Assist with the capacity building of educators working with children with additional needs and their families through individual consultation or in group programs
- Provide a coordinated service to children and families through working cooperatively with other specialist services working with other early childhood professionals to prevent the duplication of services
- Contribute to strong community networks by the sharing of knowledge and skills

#### Administration and finance

- Ensure data entry in KIMS is completed and meets DET timeframes
- Maintain records and data as required by *Uniting* and the Department of Education and Training (DET) to ensure an effective program delivery

#### 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
- As part of a team contributing to the achievement of organisation strategic and business plans for achievement of financial, quality management and customer service targets
- 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.

## Position Description

### Pre School Field Officer (PSFO)

- 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.
- 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.

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#### 5. Performance indicators

- Meeting funding targets and requirements

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#### 6. Person specification

##### Qualifications

- Bachelor of Teaching (Early Childhood) or equivalent. Additional qualifications in Special Education would be an advantage
- Certificate IV in Training and Assessment (desirable)

##### Experience

- Extensive demonstrated experience in early childhood services (4 years old funded kindergarten program)
- Strong established teaching practices that support the delivery of high quality early childhood programs
- Extensive knowledge of current teaching philosophies, theories and strategies in early childhood settings
- Experience in planning and implementing a funded kindergarten program that has included children with additional needs
- Ability to work collaboratively with parents and early childhood professionals, specialists and other services
- Ability to liaise with parents, professionals, and the community regarding the access and participation of children with additional needs in funded kindergarten services

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Demonstrated ability to apply the Victorian Early Years Learning and Development Framework (VEYLDF).
- Demonstrated ability to implement capacity building strategies including collaboration, consultation and coaching in early years settings.
- Demonstrated highly developed written and oral communication skills.

## Position Description

### Pre School Field Officer (PSFO)

- Demonstrated high level interpersonal and communication skills at all levels of the organisation, and with clients and key stakeholders
- Current Australian Drivers Licence

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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.**

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#### 8. Acknowledgement

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

##### Employee

Name:

Signature:

Date: