

Position Description



Education Consultant



3014 / Education Sydney

This position description should be read in conjunction with the Mission's Policy and Procedures, Chart of Delegations, Organisation Chart and appropriate standards and regulations which are applicable to the operations.

1. Responsibilities

Primary Responsibility	Basic Job Function
	<ul style="list-style-type: none"> To support and encourage children and young people in care throughout their schooling to be active participants in their own learning and achieve academic success that reflects the child's or young person's potential. In consultation with the Education Program Manager and Case Manager, to provide individual education support for the case management of children and young people.
Responsibility 2	
	<ul style="list-style-type: none"> To support the child or young person to meet the education goals identified in his/her Education Plan. To conduct comprehensive assessments, develop professional reports and education intervention plans. To work with an allocated caseload of children and young people providing them with direct education support through implementing, monitoring and reviewing education intervention processes. To manage all aspects of assigned caseload in consultation with Education Program Manager. Review education referrals prior to education referral meeting and contribute to possible interventions. To assess referrals for education support in consultation with other education team members and education management during education referral meeting. To develop and source resources which will assist in the provision of the education support needs of Wesley Dalmar's Out of Home Care Programs. To perform other duties from time to time, determined by the Education Program Manager (and on-site Program Manager after discussion and approval from Education Manager).
Responsibility 3	
	<ul style="list-style-type: none"> To provide 1 on 1 support to children and young people needing additional support To establish close relationships with schools to best support children and young people on their caseload.

	<ul style="list-style-type: none"> • To advocate for all children and young people in the Out Of Home Care program when necessary to ensure education needs are met. • To attend all case reviews of preschool, year 6 and year 10 students to assist in ensuring a planned and coordinated approach to case management which encourages the participation of all stakeholders especially that of the child or young person involved • To attend all other case reviews when necessary. • To attend all initial school meetings with children and young people in the Out Of Home Care program to develop an Education Plan. • To recruit, train and supervise Education Mentors for the program. • To work collaboratively with other team members and be willing to co-operate with both government and non-government agencies in the best interests of the child/young person. • To maintain an understanding of the principles of Child Protection and work collaboratively with other government and non-government agencies to ensure the protection of all children and young people.
Responsibility 4	<p>Personal Responsibilities</p> <ul style="list-style-type: none"> • To work as a member of a team by participating in team meetings and tasks, team building activities, conflict resolution, service review, planning and evaluation. • To participate in Wesley Mission's orientation and Induction Program and mandatory training as identified with supervisor. • To adhere to privacy and confidentiality provisions as stated in legislation both State and Federal and Wesley Mission Policy. • As an employee, to be responsible under the Occupational Health and Safety Act 1983 for the occupational health and safety of everyone you deal with during employment activities, reporting all hazards or injuries to your supervisor following Wesley Mission Policy and Procedures. • To develop a co-operative supportive relationship with all aspects of Wesley Dalmar's service areas. • To hold a current driver's license and be viewed and copied annually by the Education Program Manager. • To uphold the Christian philosophy, values and aims of Wesley Mission at all times

2. Other Professional Responsibilities

Values Driven Service Culture	<ul style="list-style-type: none"> Proactively support a positive service culture across all service areas To perform duties according to the Wesley Mission Vision and Values statement and other relevant policy documents. Regularly meet with Education Program Manager for supervision Participate in ongoing training, staff satisfaction surveys and recognition activities as required. To provide a professional service which complies with the Office of the Children's Guardian's Guidelines. To comply with Wesley Mission and Wesley Dalmar, Out of Home Care Policies and Procedures.
Positive Stakeholder Relationships	<ul style="list-style-type: none"> Work with other staff and teams across Wesley Mission as well as the wider work of the Uniting Church as required. Attend significant social/ministry events, worship services and formal meetings within Wesley Mission as required.
Financial Accountability & Sustainability	<ul style="list-style-type: none"> Participate in environmentally positive work practice.
Effective WH&S & Risk Management	<ul style="list-style-type: none"> Be appropriately responsible under the Work Health and Safety legislation for the health and safety of persons for yourself and whom you are responsible in compliance with all site procedures Adhere to policies and procedures addressing the requirements of Equal Employment Opportunity, Anti-Discrimination, Affirmative Action and Work Health and Safety
Validated Compliance Standards	<ul style="list-style-type: none"> Participate at least annually in the Mission's Personal Review and Development Process Demonstrates commitment to Continuous Quality Improvement and the Accreditation Process Participates in the collection of information and data for quality improvement activities as required To collect on-going qualitative and quantitative data for the on-going evaluation of the program outcomes. Practices within the guidelines described in the Code of Conduct and Ethics and other Statutory requirements To ensure that all documentation is maintained in a professional manner according to Wesley Mission Dalmar OOHc procedures. To commit to a continuing process of personal and professional development and skills acquisition, including preparing for and attending monthly supervision and participating in annual performance appraisal PR&DP and undertaking professional training.

Confidentiality and Privacy	<ul style="list-style-type: none"> • Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality • To be aware of the need for confidentiality in all aspects of Out of Home Care work and ensure that confidentiality is respected at all times
-----------------------------	--

3. Relationships

- **Reporting to:**
 - Education Program Manager in a direct reporting line.
- **Working with:**
 - Wesley Dalmar OOHC Program Manager, Team Leaders and Case Manager as appropriate.
 - Other relevant organisations outside Wesley Mission e.g. Uniting Church, government departments, service providers, industry organisations and key stakeholders.

4. Selection Criteria

4.1 Knowledge

- Legislative requirements – Children and Young Persons (Care and Protection) Act 1998; Child Protection (Prohibited Employment) Act 1998; Ombudsman Act 1974 (Amendment); Commission for Children and Young People Act 1998; the Adoption of Children Act 2000 and other relevant legislation
- Charter of Rights;
- Organisational processes and procedures (including records management, occupational health and safety practices, management of conflict of interest);
- The impact of trauma, attachment dysfunction and grief and loss on the education of children and young people.
- Assessment, design, implementation and review of education plans for individual children and young people.

4.2 Skills

- Client-focused strength based approach
- Conducting comprehensive assessments, development of professional reports and educational intervention plans.
- Communication, negotiation and people management
- Self-direction including initiative and the ability to prioritise activities
- Personal integrity
- Respecting the values and experiences of others
- Analysis and problem solving
- Decision making
- Dispute and conflict resolution.
- Information technology
- Professional written communication
- Verbal communication
- Financial Management
- Record management.

4.3 Experience

- Tertiary qualifications in education
- Experience in working with children with behaviour problems
- An understanding of the needs of children in care
- Ability to work as a team and with other professionals
- Current drivers licence and willingness to drive throughout the region