

POSITION DESCRIPTION

Position Title	Sector Capacity Builder – Early Childhood Teacher
Reports To	Operations Manager – Community Services Team Leader – Child Development and Disability Services
Key Purpose	To increase the capacity of designated preschools across the Blue Mountains and Hawkesbury areas in their inclusion of children with disabilities and additional needs
Key Responsibilities	<p><u>Teaching Responsibilities:</u></p> <ul style="list-style-type: none"> • Identify current limitations or barriers to inclusion and Increase preschools capacity to develop their own solutions to include children with disability and additional needs on the same basis as their peers • To assist preschools in programming to enable equitable education outcomes for children with disability and additional needs consistent with the five outcome areas of the Early Years Learning Framework (Identity, Connectedness, Wellbeing, Confident and Involved Learners, Communication) • To empower preschools to understand the National Disability Insurance Scheme (NDIS) as it relates to the delivery of supports for children through the Early Childhood Early Intervention (ECEI) approach within an educational setting • To develop and sustain supportive relationships with preschools that promote information exchange and referral to appropriate services • To support the continuing education and training needs of the preschools as identified through the profile tool. • To perform observational assessments of children who may require extra support to better inform the applications for funding, support the staff to discuss concerns with family members and to create strategies for inclusive practices. • To support preschools in making applications for funding that would support the participation of children with disabilities and additional needs at their centre. • To promote family centred early childhood intervention practices amongst the preschools and the community as a whole <p><u>Service Delivery:</u></p> <ul style="list-style-type: none"> • To regularly meet face to face with the staff at each preschool and establish and maintain a supportive relationship to assist them to identify and make timely referrals for children who require additional supports. • To be fully conversant with the functioning of the Early Childhood Education Centre settings, the staff roles, client base, and funding

constraints of the setting

- Keep up to date with current developments in the Early Childhood field and have a working knowledge of
 - Keeping Them Safe
 - Early Years Learning Framework
 - NDIS processes and access pathway via ECEI
 - Connect Mission, policies and procedures
 - Education & Care Services National Regulations 2019: 84
 - Education & Care Services National Law Act: 2010
 - National Standards for Disability Services: Standard 1 – Rights
 - NDIS Quality & Safeguards Commission – NDIS Practice Standards & Quality Indicators 2018
- To liaise with other professionals where appropriate in relation to service delivery, information, training and supports – this may involve the organisation of in-house training or organising group training or webinars and Zoom support.
- To monitor the preschools needs profile – identifying training, information and support needs and implementing strategies to address these needs.
- To ensure that confidentiality is maintained at all times
- Act as a resource person for preschool staff
- To develop observation reports for identified children, in cooperation and consultation with the Director of the preschool, to support the application for High support Learning Needs (HSLN) funding.
- Promote the understanding and use of the ECEI pathway for supporting families to access ECEI and link to an NDIS funding plan where appropriate
- Create working connections with local NDIS ECEI partners – Capacity building team and Engagement team to support the smooth access to ECEI pathway
- Promote networking and peer support opportunities for the preschool staff as requested for example: group training, group Zoom, newsletter

Communication:

- To provide accurate and timely reports as required
- To maintain a minimum of monthly phone and email communications with each preschool on the SCB program.
- To respond to issues of concern raised by staff
- To notify the Team Leader CDADS of issues of concern which may effect the operation of the program, staff, children or their

families/carers

- To develop and maintain appropriate records for the efficient and accountable operation of the Sector Capacity Building program – fulfilling reporting requirements to Dept of Education and Communities.
- To work with the Team Leader CDADS ensure collaborative program development, delivery of services within budget constraints and end of contract reporting
- Comply with the policies and procedures of Connect Child and Family Services.
- To participate in Connect Child and Family Services staff meetings, staff development and other staff activities as requested

Responsibilities to Connect Child and Family Services:

- To maintain appropriate training and safeguards eg. Working With Children Check (WWCC) , Child Protection Training, First Aid, current drivers Licence
- Be aware of and working within the service philosophy, policies and procedures
- Foster respect and support among co-workers
- Work collaboratively with other team members to promote the best outcomes for children and families
- Participate in staff training, reviews, evaluations, meetings and in service activities as appropriate
- Take personal responsibility for self assessment of training needs / development
- Promote the service in the community and with other agencies and organisations

CHILD PROTECTION

- Inform the Team Leader of all allegations or convictions of a child protection nature against an employee or preschool staff member of which you become aware
- Ensure compliance as a mandatory reporter, which requires reporting to DEC where there is reasonable grounds to suspect that a child is a risk of harm

Qualification

Minimum requirement : Degree qualification in Early Childhood Teaching

Required Skills

- Min 3 years experience and demonstrated knowledge and skills in Early Childhood and/or Disability field
- Commitment to and experience using a strengths-based, family-centred

framework

- Excellent interpersonal and communication skills,
- Ability to develop and maintain respectful and positive relationships
- Experience and knowledge of issues relating to families from CALD, ATSI and marginalised groups
- Experience establishing and maintaining networks
- Demonstrated computer skills
- Working knowledge of developmental milestones for children aged 0-5
- Experience in programme adaptations for children with Autism and other disabilities
- Ability to work independently, managing multiple demands.
- Current Working with Children Check
- Current Police check
- Current NSW Driver's Licence

Please note that all child related positions at Connect Child and Family Services are subject to the *Working with Children Check*.

Acknowledgement

Employee

Print name

Signature

Date

Connect Representative

Name, Position

Signature

Date