

POSITION DESCRIPTION

Position title:	Manager, Early Childhood Specialist Education
Reports to:	Chief Executive Officer (with strategic collaboration with the Head of Research & Education)
Conditions of service:	Part-time or full-time (0.6 - 1.0 FTE)
Location:	Castle Hill. Frequent travel North-Western Sydney (own car required)

About STaR

Specialist Teaching and Research (STaR) Limited works across early years, school-aged and post-school settings to ensure progressive, meaningful and inclusive learning for people with disabilities. We do this through special and inclusive education programs and services.

Position Purpose

The role advances STaR's mission, **making quality specialist education accessible** for all children with developmental concerns, delays or disability in early childhood settings.

Programs and services developed through this role should reflect the principles of special and inclusive education, as well as best practice in early childhood intervention (ECI).

Key Responsibilities

Early Years Program and Services for ECEC's

- Ongoing development, implementation and evaluation of the Early Years Program.
- Develop, deliver and evaluate STaR's services for ECEC's e.g Innovative Solutions Funding projects.
- Model best practice in early childhood intervention guided by the National Best Practice Framework for Early Childhood Intervention
- Coach and mentor STaR special educators, early childhood educators and allied health professionals delivering programs.

Family Support

- Develop and deliver family information and support initiatives, including peer support groups, supported playgroups, workshops and guidance for families as part of the Early Years Program.
- Model best practice in family support.

POSITION DESCRIPTION

Key Responsibilities (con't)

Research, Evidence and Evaluation

- Collaborate with the Head of Research & Education to design and implement research projects.
 - Support the evaluation of programs and services.
 - Contribute to publications, presentations and dissemination of research findings.
 - Strengthen the evidence base for early childhood intervention and special education
-

Leadership

- Provide leadership, coaching and mentoring to the Early Childhood Specialist Education team.
 - Foster a culture of innovation, reflective practice and continuous improvement.
 - Support staff development and maintain alignment with STaR's values and mission.
-

Stakeholder Engagement and Advocacy

- Build and maintain collaborative relationships with STaR-affiliated ECEC services.
 - Build collaborative partnerships with community organisations, early childhood education and care services, schools and universities.
 - Represent STaR in meetings with government agencies, sector organisations and research partners.
 - Contribute to submissions to government consultations and sector reviews.
 - Advocate inclusive learning opportunities and meaningful lifelong participation for people with disability.
-

Organisational Contribution

- Program reporting for quarterly board reporting and annual report.
 - Participate in strategic planning and organisational development.
 - Work collaboratively with the operations team to ensure effective program delivery systems.
 - Contribute to annual budgeting for early childhood specialist education programs and services.
 - Provide information to support marketing, communications and fundraising activities.
-

POSITION DESCRIPTION

Experience and Knowledge

Required:

- Tertiary qualifications in Early Childhood with a Master of Special and Inclusive Education (or equivalent) post-graduate qualification.
- 5+ years of experience in early childhood settings.
- Experience leading, coaching and mentoring educators and staff.
- Knowledge and experience of monitoring and evaluation of programs and services.
- Practical experience and sound knowledge of the NDIS, foundational supports and disability service systems.

Desirable:

- Experience working in or alongside research or university settings
- Understanding of systems change, policy or sector reform processes
- Experience contributing to grant applications, funding proposals or philanthropic initiatives

Behavioural Competencies

Leadership and People Development

Provides clear, values-driven leadership aligned with STaR's strategic direction. Builds team capability through coaching, mentoring and feedback, and fosters a culture of accountability, collaboration and continuous improvement. Supports others in taking initiative, developing professionally, and contributing to organisational goals. Leads through influence as well as formal authority.

Strategic Thinking and Execution

Thinks strategically about long-term opportunities and challenges in the early childhood education and care, early childhood intervention and disability sectors. Translates strategy into clear, actionable plans and priorities. Uses data, evidence and sector knowledge to inform decision-making. Identifies emerging trends and positions STaR to respond proactively and innovatively.

Building Collaborative Partnerships and Influence

Develops and sustains strong, trust-based relationships across sectors including education, disability services, research and government. Works effectively across organisational and system boundaries to achieve shared outcomes. Influences stakeholders through credibility, expertise and a collaborative approach. Navigates complex environments with diplomacy and professionalism.

POSITION DESCRIPTION

Communication and Engagement

Communicates clearly, confidently and with purpose across a range of audiences including families, practitioners, researchers and senior stakeholders. Adapts communication style to suit the audience and context. Facilitates meaningful discussions, encourages diverse perspectives and ensures others feel heard and understood. Represents STaR professionally in external forums.

Decision Making and Judgement

Makes informed, timely and well-considered decisions in complex and evolving environments. Balances strategic priorities, operational needs and stakeholder perspectives. Demonstrates sound judgement, takes accountability for decisions and manages risk appropriately. Remains calm and solution-focused under pressure.

Innovation and Continuous Improvement

Drives innovation in early childhood specialist program design, service delivery and workforce development. Encourages new ideas and approaches, informed by evidence and practice. Continuously evaluates and improves programs to maximise impact. Embraces learning and adapts to changing contexts and emerging opportunities.

Values-Based Practice and Integrity

Consistently demonstrates STaR's values of Respect, Integrity, Social Justice and Empathy in all interactions and decisions. Acts ethically and transparently, even in challenging situations. Promotes inclusive practices and ensures the voice and experience of people with disability and their families are central to all work.

Sector Knowledge and Advocacy

Demonstrates a strong understanding of early childhood education and care, early childhood intervention and disability sectors, including policy, systems and reform directions. Uses this knowledge to advocate for improved outcomes and influence practice and systems. Positions STaR as a credible and respected contributor to sector conversations.

General Conditions

All STaR staff are required to:

- Have the lawful right to work in Australia
- Maintain an NSW Driver's Licence
- Hold a NDIS Worker Screening Check
- Hold a Working with Children Check
- Hold a National Police Check
- Understand and apply the National Principles of Child Safe Organisations and Mandatory Reporting.

POSITION DESCRIPTION

Workplace Health & Safety Obligations

All staff are required to take reasonable care of their own health and safety and that of others, comply with safe work procedures, and report hazards, injuries, or risks in accordance with STaR policies.
