

Position Description: Education Consultant

POSITION TITLE	Education Consultant
REPORTING TO	Executive Officer, Manager Operations & Manager Education
DIRECT REPORTS	None
CLASSIFICATION	Social, Community, Home Care & Disability Services Industry Award – Modern Award Level according to qualifications and experience
CONDITIONS	This position is part time (20 to 24 hrs 3 days a week negotiable) and may include some occasional out of hours and weekend work. Access to salary packaging <i>Appointment of the successful applicant is subject to satisfactory police records check, working with children check, and DHHS support worker exclusion check.</i>
LOCATION	18/71 Victoria Crescent, Abbotsford VIC 3067

Organisational background

Down Syndrome Victoria (DSV) is the state-wide peak membership organisation representing individuals with Down syndrome and their families. DSV is a not-for-profit organisation established in 1978 to provide support, information and resources to people with Down syndrome, their families and the broader community.

Down Syndrome Victoria has the following priorities:

- **Building resilience** - DSV provides support for individuals with Down syndrome and their families based on a model of empowerment to build resilience.
- **Building knowledge and independence** - DSV builds the capacity of people with Down syndrome, their families, professionals and the community to ensure they meet their full potential.
- **Empowering individuals** - DSV represents the needs of people with Down syndrome and their families to all levels of government and the community with the aim of achieving sustainable systemic change.
- **Sustainability** – the long-term sustainability of DSV will be dependent on the successful transition of the association to the changing market and demands with the rollout of the NDIS.

Down Syndrome Victoria is one of the eight State and Territory associations which make up Down Syndrome Australia (DSA), providing support, information and resources to people with Down syndrome and their families across the country. The associations have come together to represent and progress the needs, interests and aspirations of people with Down syndrome and those that support them.

Down Syndrome Victoria is a registered NDIS service provider.

The Down Syndrome Advisory Network (DSAN) was constituted in 2017. DSAN provides a voice for people with Down syndrome, and is comprised of a representative with Down syndrome from each state and territory.

Education Support - Key deliverables

Key deliverables of the Education Support Service:

1. Education Support Service

This is a classroom based support service for teachers providing practical assistance and resources, to improve learning outcomes for students with Down syndrome and their classmates. Specific training will be provided through the Down Syndrome Education International course – *Effective education for children with Down syndrome in school*.

2. Kindergarten transition service

Provides support to families, kindergartens and schools, to choose and support the transition of students from kindergarten to prep.

3. Education consultation visits

DSV Education consultancy provides support to teachers of students with Down syndrome through one visit and report. Areas covered depend on the needs identified by the school and teacher.

4. Professional development

Professional development for educators on a range of topics

5. Education conference

DSV conducts an annual one day education conference as professional development for educators of students with Down syndrome or intellectual disability.

6. Parent workshops

Three education workshops are delivered each year as part of the DSV program of training events. Topics are *Transition to primary school*, *Transition to secondary school* and *Navigating the school years*.

7. Workshops in Tasmania

Three full day workshops for educators on behalf of Down Syndrome Tasmania

Key responsibilities

Key responsibilities for the position of Education Consultant are:

Delivery of Education Support Service

1. Provide appropriate and professional support and information to students with Down syndrome, their schools and families
2. Assist teaching staff within universal settings such as Childcare, Kindergartens and Primary/Secondary Schools by providing information, practical assistance and resources to support children with Down syndrome to optimise their learning, inclusively and challenging behaviours and additional needs.
3. Work in partnership with families, school staff and community to support school transition for children with Down syndrome in mainstream settings.
4. Provide assessments to further ascertain learning and development to establish goals, plan and possible strategies within the educational setting.
5. Develop and provide resources for Primary/Secondary Schools and kindergarten staff. These include: Visuals (Schedules; Sequences and Voice thermometer); Social stories and Positive Behaviour Support Plans to support inclusion and participation of a child with additional needs.
6. Develop and present professional development workshops and strategies for educational professionals.
7. Establish and maintain appropriate records for all users of the Education Support Service.
8. Respond to general education enquires (mail, telephone and email)

Information Provision

1. Provide relevant up to date information that is research based and reflects Down Syndrome Victoria philosophy
2. Become familiar with the Down Syndrome Victoria web-site and provide assistance when requested
3. Identify areas where more information is needed
4. Collaborate with other Down Syndrome Victoria staff to develop and update education information resources for members and the general community
5. Provide information to organisations / service providers as required

Peer Support

1. Participate in Down Syndrome Victoria member functions as required
2. Ensure that individuals with Down syndrome and their families are provided with sensitive support that reflects Down Syndrome Victoria philosophy

Advocacy

1. Ensure that individuals with Down syndrome and their families are treated in a way that reflects Down Syndrome Victoria philosophy

Key selection criteria

Key selection criteria for the position of Education Consultant are:

- Current teaching registration and a minimum of 5 years teaching experience.
- Strong commitment to inclusion of people with intellectual disabilities within the community, particularly mainstream schools.
- Detailed knowledge of the Victorian education systems and curriculum.
- Experience with curriculum modification, individual learning plans (ILP) and student support groups.
- Confident speaker, able to prepare workshop content for presentation/professional development.
- Highly self-motivated with ability to work for extensive periods outside the office.
- Computer literacy using MS Word, Outlook, Excel, Power Point and database systems.
- Well developed written and verbal communication skills.
- Knowledge of confidentiality issues.
- Excellent verbal and written communication skills and ability to utilise them in communicating effectively with a variety of stakeholders.
- Be able to demonstrate professional attributes such as being proactive, accountable, collaborative willing to provide a quality service.
- Excellent time management skills and ability to prioritise high transactional workload.
- Exceptional attention to detail.
- Ability to work autonomously and within a team.
- Current Drivers Licence (as metro travel and some intermittent regional will be required)

Desirable attributes

- Well developed, current knowledge and understanding of Down syndrome/intellectual disability.
- Operational understanding of the National Disability Insurance Scheme

Personal qualities

The nature of our small team environment necessitates a degree of flexibility and willingness to support colleagues across the office and may require you to perform tasks outside your immediate role. However, we are also able to offer a large degree of family-friendly flexibility for our staff.

Work environment

This position is based in an office environment. The nature of this role and its responsibilities deems that occasionally some work will be required outside normal business hours.

The successful applicant will initially be employed for a probationary period of six months.

Acceptance of the position involves a willingness to work within the philosophies and policy directions of Down Syndrome Victoria.

Conditions of employment

- Appointment of the successful applicant is subject to satisfactory police records check, working with children check, and DHHS support worker exclusion check.
- Intra-state travel may be required.
- Other conditions in accordance with SACS 2000 (Victoria) Award
- The position is as a part time employee. Some evenings or weekends may be required.

Approved: _____
Executive Officer

Date: _____

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Signed: _____
Employee

Name: _____

Date: _____