

Position Description: Manager Education Support Team

POSITION TITLE	Manager Education Support Team
REPORTING TO	Executive Officer
DIRECT REPORTS	2x part time Melbourne based Education Support Consultants (total 0.8 EFT) 2 x regional based Education Support Consultants (casual)
CLASSIFICATION	Social, Community, Home Care & Disability Services Industry Award – Modern Award Level according to qualifications and experience
CONDITIONS	This position is part time (22.8 hrs 3 days a week) 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 Team are:

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 Manager Education are:

1. Program Management

- a. Ensure that the team's deliverables are being achieved.
- b. Maintain quality standards and consistency across content, resources, reports to schools, and all aspects of deliverables.
- c. Develop and maintain content for education workshops and resources for use by DSV and DSA
- d. Provide monthly reports to the CEO and DSV Board, and take responsibility for reports to funding bodies
- e. Participate in program delivery to maintain professional currency and first hand experience of DSV programs.
- f. Under DSV's Continuous Improvement policy, identify and action areas for quality and efficiency improvements
- g. Provide support to parents as needed

2. Team support

- a. Develop and maintain a positive, supportive, cohesive and resilient team culture which strives for excellence, through understanding of shared goals, good communication, regular team meetings, sharing of information and other means

- b. Support the performance of Education Team staff, including identification of individual goals and development needs, and annual performance review
 - c. Provide debriefing and professional supervision for Education Team staff with implementation of protocols and support when needed, including managing clarity on boundaries and supporting staff to resolve conflict on case by case basis
 - d. Maintain currency with best practise in teaching students with an intellectual disability via professional development, maintaining education resources, and peer sharing.
3. Business development and sustainability
 - a. Manage relationships with key stakeholders, including schools and families
 - b. Assist the CEO to manage relationships with key funding partners, including the Department of Education and Training and philanthropic organisations, and to identify and secure funding through existing and new relationships
 - c. Identify demand and opportunities for expansion or new education programs
 - d. Ensure that Education team operations and systems are compliant with DSV Policies
 - e. Become knowledgeable about the NDIS and understand the impacts and interactions between the NDIS, families and the Victorian education system
 4. Develop and deliver professional development workshops
 - a. Into schools to build knowledge of teaching strategies and inclusive practices for a student with Down syndrome
 - b. Our annual Education Conference for educators focuses on different themes and workshops are developed to cater for this
 5. Systemic advocacy
 - a. Contribute to development of public policy through representation on committees/forums, written responses and meetings with representatives of government
 6. Organisational compliance
 - a. Contribute to the development and execution of the broader organisational strategic and operational plans
 - b. Actively engage with DSV's Quality and Continuous Improvement strategies.
 - c. Actively engage and implement DSV's Occupational Health and Safety policy, including identifying risk and developing work practices to minimise risk.

Key selection criteria

Key selection criteria for the position of Manager Education Support are:

1. Education qualifications and minimum of 10 years experience in education
2. Detailed knowledge of the Victorian education systems and curriculum including strong knowledge of disability supports in Victoria
3. Extensive knowledge of teaching students with additional needs, working with a modified curriculum, individual learning plan and student support group
4. Strong management skills and experience, with demonstrated ability to lead and support team members
5. Strong analytic and problem solving skills
6. Demonstrated ability and commitment to work with a diverse range of people in a person centred, sensitive manner

7. Strong oral and written communication skills. Active listening skills. Able to write with clarity and use language appropriate to the purpose.
8. Demonstrated initiative, ability to work autonomously, self reliance, resourcefulness, while still working cooperatively and productively as part of a team.
9. Actively works within and promotes compliance framework (policies and procedures, OH&S, continuous improvement, etc). DSV is an NDIS registered and accredited organisation.
10. Competency with Microsoft Office suite software

Desirable attributes:

Educational qualifications in special education

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: _____