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| **POSITION TITLE** | | **Inclusion Support Educator** | | | | | |
| **POSITION OVERVIEW** | | To lead the inclusion of all children in OSHC service. Be responsible for creating and maintaining related documentation | | | | | |
| **CLASSIFICATION** | | CSA Level 2.2 – 3.1 | **SERVICE AREA** | | Children’s Services | | |
| **EMPLOYMENT STATUS** | | Full time  Part time  Casual | | | **HOURS PER WEEK** | | 15 - 25 |
| **LOCATION** | | Various Location | | | | | |
| **IMMEDIATE MANAGER** | | Manager, Out of School Hours Care or Manager, Early Childhood or Service Manager | | | | | |
| **INDUSTRIAL AGREEMENT** | | Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023 | | | | | |
| **REPORTING RELATIONSHIPS** | | | | | | | |
| **NO OF DIRECT REPORTS** | | Nil or approximate number | | **NO OF INDIRECT REPORTS** | | Nil or varies | |
| **KEY RELATIONSHIPS** | | | | | | | |
| **INTERNAL** | | Inclusion Support Officer, Educators, Service Coordinator/Manager, Enrolments team | | | | | |
| **EXTERNAL** | | Children, Families, Education Directorate staff, community members | | | | | |
| **KEY ACCOUNTABILITIES** | | | | | | | |
| * Lead the team in providing support to children with a variety of additional needs. * Oversee inclusive practices and ensure these are maintained throughout the session. * Ensure Individual support plans and service’s Strategic Inclusion Plan are in place, up to date and implemented by all staff. * Be a key part of the planning and writing of above documents. * Liaise with families and therapists where necessary. * Work closely and collaboratively with the Inclusion Support Officer, Coordinator and educators to ensure a high quality of care and support is provided. * Perform other duties as directed by the Manager. * Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times * Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles * Apply National Principles for Child Safe Organisations, as applicable for the role. | | | | | | | |
| **EXPERIENCE & QUALIFICATIONS** | | | | | | | |
| **Essential** | * Experience working with children with high support needs, physical and behavioural. * Qualifications minimum including certificate III in disability, education support or early childhood or willingness to undertake traineeship * ACT WWVP registration. * Sound communication skills (both oral and written) to be able to interact positively with a variety of people. * Ability to exercise judgement and discretion in handling sensitive and confidential enquiries and information. * Demonstrated ability to establish rapport and build and maintain sound relationships with individuals, carers and families based on mutual respect and trust. * Demonstrated understanding and appreciation of the importance of personal and professional boundaries, privacy and confidentiality and ethical behaviour. * Good communication and interpersonal skills. * Demonstrated ability to work with limited supervision. | | | | | | |
| **Desirable** | * - | | | | | | |
| **Other** | * Demonstrate at all times commitment to WCS’ Purpose and Values, and follow the WCS Code of Conduct. * Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration. | | | | | | |

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| **Document History** | **Original:** June 2022 **Revised:** - **Version**: V1 | | | | |
| **Employee’s name** |  | **Signature** |  | **DATE** |  |