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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 [x]  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.
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| **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.
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| **Desirable** | * -
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| **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** |  |