

POSITION DESCRIPTION

SENIOR MANAGER, EDUCATION AND SUPPORT



<p>POSITION TITLE:</p> <p>Senior Manager, Education and Support</p>	<p>DEPARTMENT:</p> <p>Early Childhood Education Support</p>	<p>DATE:</p> <p>August 2024</p>
<p>REPORTS TO:</p> <p>General Manager, Early Childhood Education Support</p>	<p>POSITIONS REPORTING TO THIS ONE:</p> <p>Projects Manager, Education and Support Education Support Manager, Leads Autism Support Coordinator Funding and Systems Coordinators</p>	
<p>ORGANISATION CONTEXT</p> <p>KU Children's Services (KU) is a leading not for profit provider of early childhood education and care services in NSW, VIC, and the ACT. Established in 1895, KU is one of Australia's most experienced and respected providers of long day care, preschool, family programs and early intervention services. KU also operates inclusion programs on behalf of the Commonwealth and NSW Governments and provides professional services to the early childhood sector and the wider community.</p>		
<p>OUR CHILD SAFE COMMITMENT</p> <p>As a Child Safe organisation, KU Children's Services continues its longstanding and unwavering commitment to the safety and wellbeing of children, with zero tolerance of child abuse.</p>		
<p>OUR STATEMENT OF COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES</p> <p>KU has an organisational responsibility to the revitalisation and advancement of the cultures, histories and beliefs of Aboriginal and Torres Strait Islander peoples of Australia as determined by them.</p> <p>Guided by our values and ethical practices, we commit to creating local led programs and opportunities shaped and determined by Aboriginal and Torres Strait Islander children and families, employees, communities and organisations.</p>		
<p>PURPOSE OF THE POSITION</p> <p>To lead the Education Support Team in supporting the inclusion of all children in high quality educational programs in KU services.</p>		
<p>NATURE AND SCOPE OF THE POSITION</p> <p>Major Role</p> <p>Responsibilities may include, but not be limited to:</p> <ul style="list-style-type: none"> ▶ Contribute positively to the operations of KU, and the realisation of the organisational Strategic Plan. ▶ Uphold and live the KU values in all decisions and actions. 		

SENIOR MANAGER, EDUCATION AND SUPPORT

Continued...

- ▶ Ensure effective inclusion of children in KU services that are in equity cohorts, including children with additional needs.
- ▶ To manage all relevant internal inclusion support budget activities including spending, P&L review, department accountability and compliance.
- ▶ Foster a collaborative and inclusive team environment.
- ▶ Support the development and implementation of relevant ECE Support goals, objectives and work plans.
- ▶ Develop, review and evaluate Support programs.
- ▶ Effectively manage Education Support Team.
- ▶ To develop and deliver internal and external training commitments including content, resources and scheduling.
- ▶ To network with government agencies, early education intervention providers and funding bodies to ensure quality provision of service for all children in KU services.

DECISION MAKING

- ▶ The Senior Manager, Education and Support is responsible for making decisions regarding a range of operational areas within the scope of this role. The position holder operates within the limits of the agreed contract and Delegations Manual determined by the CEO.

INTERNAL AND EXTERNAL RELATIONSHIPS

- ▶ Work collaboratively with all members of the ECE departments, KU Service and Central Office colleagues.
- ▶ Develop and maintain relationships with external services and agencies such as schools, early childhood settings, early intervention providers and allied health professionals to support implementation of Education Support in KU Services.
- ▶ As required, develop relationships with families to ensure effective collaboration and partnerships with KU services.

KEY ACCOUNTABILITIES

General Responsibilities

1. Manage relevant team and support budgets and spending activities to ensure annual compliance.
2. Complete reports and summaries for General Manager ECE Support, as required.
3. Oversee the employment of support educators in services funded through relevant state and federal government programs.
4. Oversee implementation of support activities in services including service visits to assist specific educators, children and families.

SENIOR MANAGER, EDUCATION AND SUPPORT

Continued...

5. Support implementation and adherence to KU policies and procedures, specifically to support the inclusion and safety of children and educators, such as through KU Guiding Children's Behaviour.
6. Facilitate team meetings.
7. Provide ongoing supervision to all direct reports through monthly supervision meetings, email, phone and online assistance.
8. Ensure direct reports implement relevant position descriptions, provide annual performance review and individual work performance.
9. Develop and maintain relationships with external services and agencies such as schools, early childhood settings, early intervention providers and allied health professionals.
10. Support the development and implementation of new and innovative ECE initiatives as requested by GM ECE Support.
11. Initiate and maintain collaborative relationships with support services, schools, early childhood settings, early intervention providers and allied health professionals.

Administration and Program Support

1. Ensure financial and educational records are in accordance with accountability guidelines set by the relevant department funding guidelines.
2. Manage and implement relevant annual department accountability activities and audits and ensure compliance with funding agreements.
3. Provide financial direction, guidance and procedural support to Education Support Managers and the Funding and Systems Coordinators.
4. Ensure delegated budgets are on target and identify areas for costs savings.
5. Identify income opportunities for KU Education support and social impact.
6. Collate monthly data that reports team activities such as in relation to children, early intervention professionals, projects, training and support implementation.
7. Ensure records of service visits from the Education Support groups are maintained with each service requiring minimum of quarterly face to face visits.
8. Manage the development of policies, frameworks, resource documents and training materials relating to inclusive education.
9. Contribute to submissions, tenders and responses to consultation papers, as required.
10. Have effective time management skills and demonstrated ability to work flexibly and responsively in a dynamic environment.

Professional

1. Maintaining currency with issues and trends that affect and influence the early childhood sector.
2. Maintain confidentiality and adherence to the KU Code of Conduct.

SENIOR MANAGER, EDUCATION AND SUPPORT

Continued...

3. Maintain knowledge and understanding of the National Law and Quality Standard.
4. Develop professional goals in consultation with the General Manager, Early Childhood Education Support, and implement professional development recommendations.
5. Represent KU as an organisation at Government and peak body consultations, seminars, conferences, committee meetings and various working parties, as required. Present upon request.

Other Responsibilities

1. Carry out further duties as requested from time to time by the General Manager, Education and Support.

WHS ACCOUNTABILITIES

Employee Wellness and Safety

1. Take every reasonable step to provide and maintain safe premises, safe systems of work, safe equipment, safe substances and a safe working environment.
2. Identify, assess and control hazards in our workplaces and arising from our activities.
3. Consult with staff to enable them to effectively contribute to the making of decisions affecting their health, safety and wellness at work.
4. Provide instruction, information and supervision to ensure the health and safety of employees, volunteers, contractors and others in their workplace.
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ESSENTIAL CRITERIA

- ▶ Tertiary qualification in Early childhood Education from a recognised university.
- ▶ Postgraduate qualifications in special or inclusive education.
- ▶ Current Working with Children Check.

EXPERIENCE, KNOWLEDGE AND SKILLS

- ▶ Minimum 5 years' experience in a manager's role with demonstrated leadership skills and ability to motivate others towards goal completion.
- ▶ Minimum 5 years' experience working in inclusive education or early childhood intervention.

SENIOR MANAGER, EDUCATION AND SUPPORT

Continued...

- ▶ Demonstrated current knowledge of the early childhood sector, including knowledge of the National Quality Framework.
- ▶ Demonstrated professional level of written and verbal communication skills.
- ▶ Demonstrated ability to work effectively with all members of a team.
- ▶ Knowledge of child protection legislation and its implications for the care and protection of children.
- ▶ Knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- ▶ Current approved First Aid Certificate
- ▶ Demonstrated computer literacy, including experience working with systems.
- ▶ Driver's licence and use of a registered and comprehensively insured motor vehicle.