

**GOWRIE SA: INCLUSION PROFESSIONAL - TEAM LEADER**

The Inclusion Support Program (ISP) is funded by the Australian Government and has dual objectives to:

- a. Support Eligible ECCC Services to improve their capacity and capability to provide inclusive practices; and address participation barriers. This support should allow Eligible ECCC Services to include children with additional needs in mainstream services alongside their typically developing peers.
- b. Provide parents and carers of children with additional needs with access to appropriate ECCC Services that assist those parents and carers to participate in the workforce.

***Summary of the position and its responsibilities***

The Inclusion Professional - Team Leader provides support and supervision to Inclusion Professionals and oversees the implementation of work with services and in community engagement. This role includes working with eligible education and care services to provide advice and assistance to build service capacity for the authentic inclusion of children and offers support and strategies in relation to specific children's inclusion.

This position is provided through funding from the Australian Government Department of Education and Training for the 1st July 2016 to 30th June 2019. Should funding be withdrawn or varied, this contract position will become void or altered.

***Special conditions***

Some out of hours work may be required.  
Attendance at monthly Gowrie SA after-hours organisation-wide staff meetings is a requirement.  
Attendance at other relevant meetings is a requirement.  
Salary: \$40.46 per hour, working 38 hours per week.  
The salary is non-Award. Where the Contract and Gowrie SA policies and procedures are silent, conditions may align with the Social, Community, Home Care and Disability Services Industry Award 2010.

***Statement of Key Responsibilities***

This role includes working with Inclusion Professionals to ensure that the Inclusion Support Programme's principles and approaches to best practice form a foundation for Inclusion Professional's work.

The principles and approaches to best practice include:

- Promoting access
- Supporting with assistive technology
- Promoting participation
- Building functional skills
- Environmental adaptations
- Promoting engaging and responsive service delivery
- Consultation, coaching and collaboration skills

The Inclusion Professional - Team Leader oversees the development of complex interventions for individual services and the planning and scheduling of outreach and community engagement such as hub groups and training meetings for assisting services to submit applications via the Inclusion Support Portal, facilitation of inclusion professional learning events offered to ECCCs, supporting the critical reflection and professional dialogue of Inclusion Professionals, planning professional learning of Inclusion Consultants and work scheduling. This role also involves building and maintaining professional partnerships with stakeholders and services.

The Inclusion Professional - Team Leader ensures that:

- planned work schedules of individual Inclusion Professionals are efficient;
- mutual obligation agreements are entered into with individual services;
- the quality of the Inclusion Support Programme is maintained, analysed and improved;
- evaluation and customer satisfaction is undertaken; and
- reporting is of a high quality.

The Inclusion Professional - Team Leader also:

- provides support for the Inclusion Professionals;
- provides leadership to enhance Inclusion Professionals' capacity for critical reflection
- provides professional learning opportunities for Inclusion Professionals which is planned to develop their knowledge and capacity directly related to their work
- facilitates collaborative professional discussion with the Inclusion Professionals to develop the overall Inclusion Support Programme
- Locates relevant resources for Inclusion Professionals to support them in their work
- Any other duties as identified by the Program Leader or CEO.

The Inclusion Professional - Team Leader identifies and manages risk by:

- Undertaking needs analyses
- Develops strategies to minimise risk
- Drafts and/or updates policies to address risk
- Ensures that Inclusion Professionals are reporting situations of risk
- Ensures that Inclusion Professionals are working in accordance with all Gowrie SA policies and procedures.

In their role with Gowrie SA, the Inclusion Professional will:

- Advocate and represent the organisation and the ISP in a professional manner conveying the value of the programme and broader inclusion principles in a positive and proactive approach.
- Develop and maintain effective links within the education and care sector.
- Demonstrate commitment to ongoing professional learning.
- Demonstrate strong commitment to social justice.
- Comply with Gowrie SA and Government branding requirements.
- Support services to engage in ongoing critical reflection and continuous improvement through the development of a Strategic Improvement Plan (SIP).
- Build professional partnerships with services, service leaders and educators.

The Inclusion Professional - Team Leader will work in partnership with the Inclusion Agency Program Leader to regularly communicate and liaise with the ECCC sector.

The Inclusion Professional - Team Leader reports to the Inclusion Agency Program Leader, and through the Program Leader to the CEO, Gowrie SA.

**Person Specification: Educational/Vocational Qualifications**

- Degree or post graduate qualification in early childhood teaching or special education (or a related discipline in health); and
- Leadership qualification and experience
- Experience in a context working with children, and/or children with disabilities

**Person Abilities/Aptitudes/Skills**

- Effective written and verbal communication
- Effective leadership skills
- Ability to work collaboratively and to negotiate problem solving approaches
- Ability to work autonomously and demonstrate initiative
- Strong analytical and facilitation skills to maximise opportunities to support inclusion
- Ability to conduct risk-benefit analyses
- Ability to determine priorities, and achieve identified outcomes within timelines
- Ability to analyse group learning and development needs and to facilitate professional learning and development with individuals and groups
- Commitment to Gowrie SA vision, values and philosophy
- Strong commitment to social justice
- Computer literacy, including knowledge of Microsoft Office

**Experience**

- Leadership experience
- Experience working within the education and care sector or in a context that provides services for children
- Experience in delivery of group learning and service support

**Knowledge**

- Knowledge of leadership theories and practice
- Knowledge of inclusion principles and practices
- Knowledge of the National Quality Framework, National Quality Standard and the Learning Frameworks (EYLF & MTOP)
- Maintain a high understanding of current evidence based education and care practices, policy and sector current and emerging need
- Knowledge of Workplace Health and Safety principles and practices
- Knowledge of Discrimination Laws

**Special Conditions**

- The Inclusion Professional - Team Leader may be required to undertake field work.
- A current driver license and the use of own vehicle may be required. Approved travel costs will be reimbursed.
  - A DCSI child related employment screening will be required
  - A statement of 'no adverse effects' will be required and updated regularly
  - A mobile phone (for emergency contact purposes) is required

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On employment:

Approval by CEO

Name: .....

Signature: ..... Date.....

Acknowledged by Employee

Name: .....

Signature: ..... Date.....