

**Gowrie SA**  
43 Dew St  
THEBARTON, SA 5031  
PH: 08 8234 5219 FAX: 08 8125 6644  
Email: train@gowriesa.org.au

**PROFESSIONAL LEARNING CASUAL FACILITATOR**

**Vision Statement**

‘Leading learning and wellbeing practices for children, families and educators in South Australia through co-designed and future oriented programs.‘

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| **Summary of the Position and its Responsibilities** |
| The Professional Learning Casual Facilitator is employed by Lady Gowrie Child Centre Incorporated (Gowrie SA) and accountable to the Program Leader of the Gowrie SA Professional Learning Program. The role involves delivering professional development sessions within the long day care, OSHC, school and FDC sectors. |
| **Agreement, Award and Conditions** |
| * Out of hours work and travel will be required including evenings and weekends for the facilitation of professional learning sessions * Attendance at other relevant meetings may be a requirement |
| **Educational Qualifications/Experience** |
| * Experience in delivery of professional learning programs * Experience working within the children’s services sector * Currency in working with children and families * Currency in theoretical knowledge, research and current trends in education and care |
| **Desirable Educational Qualifications/Experience** |
| * TAE, or current Certificate IV – Workplace Training and Assessment * A minimum 4 year Early Childhood degree qualification or equivalent |

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| **Statement of Key Responsibilities** |
| This position requires a highly reflective practitioner who has the ability to facilitate professional dialogue in individuals and groups for the purpose of increasing educator and leader capacity to build and extend high quality programs and practice in children’s services.  Delivery of **high quality professional learning, assessment and support** in metropolitan and rural locations by:   * Actively advocating for the value of ongoing professional learning through promoting and marketing Gowrie SA services to relevant sectors and services * Providing consultancy, mentoring and support to child care, OSHC, preschool, early years of school staff, and family day care either on-site or from Gowrie SA to support quality practice * Undertaking analysis of professional learning and support needs as required * Working collaboratively with Gowrie SA team members to plan and coordinate a dynamic and efficient professional learning service * Evaluating the effectiveness of Gowrie professional learning on an ongoing basis as required * Maintaining required records and systems * Providing support and follow up to participants as required * Ensuring appropriateness of preparation, including timeliness, organisation and use of suitable venues, materials, ICT, and resources * Protecting the intellectual property of Gowrie SA by only using the supplied password protected USBs.   Contribute to the **high quality and professional operations** of Gowrie Professional Learning by:   * Maintaining high quality standards in every aspect of work * Reviewing outcomes, records and evaluation on an ongoing basis * Develop and contribute to a positive workplace culture |

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| **Person Abilities/Aptitudes/Skills** |
| * Ability to communicate effectively verbally and in writing with a wide range of people to achieve required outcomes * Ability to facilitate discussion, encourage participants to think critically about their practice and work with participants to identify positives and be motivated to improve practice * Ability to work autonomously demonstrating initiative, and as a member of a team * Ability to be critically reflective, analyse information, and work to improve effectiveness, efficiency and productivity * Ability to deliver and evaluate professional learning programs * Demonstrate a high level of professionalism in all interactions * Ability to build a professional rapport and network * Commitment to Gowrie SA vision, values and philosophy * Strong commitment to social justice * Exhibit a positive, positive attitude with a focus on achievement of all aspects of the role * Computer literacy, including knowledge of Microsoft Office and PowerPoint |
| **Knowledge** |
| * Knowledge of child care, attachment, primary caregiving, curriculum, assessment, observations and other topics related to the quality provisions of education and care services * Knowledge of access and equity principles in working with participants * Knowledge of adult learning principles * Knowledge of NQF, NQS assessment and rating processes and curriculum frameworks * Knowledge of the privacy principles and confidentiality required in the role * Knowledge of children’s services in SA * Knowledge of Work Health Safety principles and practices |
| **Additional Non-Negotiable Requirements** |
| The Professional Learning Casual Facilitator will be required to undertake work located at Gowrie SA or at other venues requiring travel.   * A current full driver’s license * The use of own vehicle may be required. Approved mileage costs will be reimbursed * Travel may be required; approved travel costs will be reimbursed in line with Gowrie SA policies * A current WWCC child related employment screening clearance will be required * A signed statement of ‘no adverse effects’ will be required and updated regularly * A mobile phone (for emergency contact purposes) is required |

DECLARATION OF PROFESSIONAL LEARNING CASUAL FACILITATOR

**Job & Person Specification**

**Approval by Program Leader:**

Name:

Signature: Date:

**Acknowledged by Employee:**

I have read the Professional Learning Casual Facilitator job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name:

Signature: Date: