

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Early Childhood Consultant (0.8 FTE)</b>	
<b>REPORTS TO</b>	Manager Early Childhood	
<b>MAIN PEOPLE INTERACTIONS</b>	<b>INTERNAL</b> AISWA Early Childhood Consultants AISWA Literacy and Numeracy Consultants Administrative support officer	<b>EXTERNAL</b> Principals and Early Childhood teachers in remote Indigenous schools. Playgroup members and community leaders in remote Indigenous Schools. Early Childhood Educators in Independent Schools  Professional associations Tertiary, community, and industry partners
<b>POSITION PURPOSE</b>	Provide leadership, consultancy, support, and professional learning for member schools to support the development and implementation of lifting participation in quality early childhood programs and improving school readiness in Indigenous communities.	
<b>PURPOSE, VALUES, AND STATEMENT OF INTENT</b>	<p><b>PURPOSE</b></p> <p>Supporting and serving our Independent Schools and their communities to be the best they can be.</p> <p><b>VALUES</b></p> <ul style="list-style-type: none"> <li>• Service</li> <li>• Stewardship</li> <li>• Equity</li> </ul> <p><b>STATEMENT OF INTENT</b></p> <p>The provision of professional services and advice to promote excellence in Independent Schools, through:</p> <ul style="list-style-type: none"> <li>• Effective representation and advocacy for the Independent School sector.</li> <li>• Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students.</li> <li>• Maintaining strong relationships with the other education sectors and other education stakeholders.</li> <li>• Supporting schools in their mission through fostering sound leadership and good governance; and</li> <li>• Building partnerships between schools.</li> </ul>	

<b>EXPECTED BEHAVIOURS AND ATTITUDES</b>	<ol style="list-style-type: none"> <li>1. Actively support AISWA's Purpose and Statement of Intent.</li> <li>2. Comply with AISWA's values.</li> <li>3. Comply with all Policies, Procedures and Codes.</li> <li>4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy, and hazard-free environment; and</li> <li>5. Demonstrate: <ul style="list-style-type: none"> <li>• energy, enthusiasm, and drive.</li> <li>• self-awareness and consideration.</li> <li>• an ability to maintain confidentiality.</li> <li>• honesty and an outstanding work ethic.</li> <li>• loyalty to the role, people and AISWA.</li> <li>• commitment to continuous improvement.</li> <li>• a positive and proactive attitude; and</li> <li>• respect for self and others.</li> </ul> </li> </ol>
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<b>KEY POSITION RESPONSIBILITIES</b>	<b>TASK FOCUS AREAS</b>
<b>Support for schools</b>	<ul style="list-style-type: none"> <li>• Support remote schools and communities with a successful transition to school through strategies such as playgroup or creche.</li> <li>• Develop place-based strategies that encourage participation in early childhood programs that lead to strengthen school readiness.</li> <li>• Implement 3a - Abecedarian Approach in participant schools.</li> <li>• Collaborate with metro and regional schools to develop strategies that ensure successful transitions to school and within school.</li> <li>• Support schools with curriculum planning, delivery, and reporting.</li> <li>• Provide advice and support to Independent Schools in pedagogy consistent with the Early Years Learning Framework Principles and Practices.</li> <li>• Collaborate on and contribute expertise to joint projects with other AISWA staff.</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Facilitate opportunities for school staff to access practical support, information, professional learning and resources.</li> <li>• Establish and maintain strategic networks with a range of partners, including cross-sector partners, academics, professional associations, industry and other relevant contacts (State, National, and International).</li> <li>• Represent AISWA on internal and external committees and working groups as relevant to role.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Monitor relevant research and emerging issues, trends, priorities, and areas of interest related to Early Childhood</li> <li>• Consult and assist Manager of Early Childhood</li> <li>• Other duties as required.</li> </ul>

<b>QUALIFICATIONS/SKILLS/EXPERIENCE</b>	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary degree in Early Childhood Education or similar discipline.</li> <li>• Current TRB registration.</li> <li>• Current Working with Children Check.</li> <li>• Current National Police Clearance.</li> <li>• Western Australian driver's licence</li> </ul>
<b>Skills and Qualifications Required</b>	<ul style="list-style-type: none"> <li>• Substantial teaching experience in schools, and/or working in other relevant educational settings.</li> <li>• Sound knowledge and understanding of the Western Australian Curriculum and the Early Years Learning Framework.</li> <li>• Experience in planning and delivering multimodal professional learning with diverse audiences.</li> <li>• Experience in successfully engaging with, and cohesively working with diverse stakeholder groups.</li> <li>• Experience in creating resources including the development of content for online environments.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to initiate and plan projects and work collaboratively within AISWA and with external partners.</li> <li>• Ability to work independently and as part of a team.</li> </ul>

## ***Employment Information Collection Notice***

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at [admin@ais.wa.edu.au](mailto:admin@ais.wa.edu.au) or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.