



Deputy National Director, Aspect Education POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Deputy National Director, Aspect Education	Location:	Aspect National Office, Frenchs Forest
Group:	Aspect Education	Reports to:	National Director Education

Organisation Purpose

A different brilliant® - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Position Purpose

To provide the coordinated operational management of a portfolio of Aspect's established schools. Support the National Director, Education in the achievement of the Aspect Strategic Plan in relation to Education.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
Leadership and Strategy	<ul style="list-style-type: none"> • Provide strategic leadership to achieve: <ul style="list-style-type: none"> ○ Aspect's strategic directions and the goals of the School programs under your leadership ○ Student and family satisfaction and staff engagement ○ Service development and growth ○ Financial success ○ A strong reputation for Aspect and the Aspect School's program • Exercise leadership in the development, implementation and review of Aspect's three year strategic plan and annual business plans. • Take lead responsibility for curriculum and program development and implementation across Aspect's schools. • Lead, motivate and develop principals to achieve their goals. • Champion the development and implementation of the Aspect Comprehensive Approach for Education (ACAE) in conjunction with Aspect's Comprehensive Approach (ACA) • Identify and pursue funding opportunities to further Aspect's objectives to assist in the development and expansion of Aspect's educational services. • Keep abreast of legislative changes related to Education, across all relevant jurisdictions, and act as required to ensure that Aspect remains compliant. • Demonstrate a positive attitude towards managing change. 	<ul style="list-style-type: none"> • Clear goals exist for schools • Business plan actions are implemented • NPS scores reflect a high level of service satisfaction • Staff engagement surveys show a high level of engagement • Schools operate within budget • Service program is compliant with legislative requirements.
Operational and Financial Management	<ul style="list-style-type: none"> • Provide leadership and support to the principals reporting to the position to ensure that plans to operationalise Aspect's strategic plan and annual business plan are developed and implemented. • Operate within approved budgets and financial delegations and comply with Aspect's financial and asset management policies and procedures. • Provide principals reporting to the position with the decision making support for day to day operations. • Provide timely and accurate financial and performance reporting. • Identify underperforming service areas and take action to remedy this. 	<ul style="list-style-type: none"> • Successful completion of Business Plan projects. • Annual plans are in place for all teams. • Service and financial targets are met. • Acquittal and reporting requirements of funding bodies are met. • Significant variations to budget are explained on a timely basis. • Staff have the resources to fulfil their role. • Continuous improvement projects are completed on time.

	<ul style="list-style-type: none"> • Work with other Aspect leaders and managers to put in place good systems and adequate infrastructure to support delivery of excellent services. 	
Service Quality	<ul style="list-style-type: none"> • Take lead responsibility for the continuous improvement of outcomes for students and families and their service experience. • Take lead responsibility for ensuring all documentation relating to state and the requirements of DE are met by Aspect's schools for their ongoing accreditation. • Provide leadership and support principals to drive person centred and family focused approaches so services address the needs, aspirations and priorities of students and promote community inclusion. • Record and respond to complaints and feedback from service users, staff and others and use these to identify opportunities for improvements. • Undertake service audits to identify opportunities for improvement. 	<ul style="list-style-type: none"> • Outcome measures indicate successful interventions. • Services and programs are highly valued by users and staff. • Practice and school activity is informed by research and evidence. • Complaints registers are in place. • Opportunities for improvement are implemented. • Schools meet mandatory service standards.
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> • Ensure effective systems are in place across Aspect's schools so that all students have current and appropriate individual educational plans developed collaboratively with the families/carers and regularly reviewed. • Ensure that staff in Aspect's established schools communicate regularly and effectively with parents to help ensure that student and family needs are met. • Contribute to the further development and maintenance of relationships with State, the Catholic school sector, AIS, AISSA and NISSA. • Contribute to the development of partnerships with other service providers linked with Aspect's schools. 	<ul style="list-style-type: none"> • Regular meetings are held with relevant government staff and with representatives of relevant organisations. • Services and programs are highly valued by students and families.
Employee Engagement	<ul style="list-style-type: none"> • Ensure the appropriate management of recruitment, induction and performance monitoring of staff employed in your area of responsibility. • Provide principals reporting to the position with opportunities for reflection and professional development. • Keep principals and teams abreast of developments in Aspect, including new initiatives and changes in policy. • Attend promptly to issues raised by managers and staff and opportunities for improvement they identify. 	<ul style="list-style-type: none"> • Staff engagement surveys show high level of engagement for both organisation and teams. • Staff engagement surveys show strong satisfaction scores for various indicators for both organisation and team. • Retention rates are strong.

Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.</p> <ul style="list-style-type: none"> • Fulfil your obligations to ensure Aspect complies with its Safeguarding the People We Support policy and Code of Conduct. • Hold managers within your business unit accountable for their safeguarding responsibilities, including mandatory reporting and legal requirements and provision of safeguarding training for staff. • Ensure appropriate resources and processes are provided to promote a safeguarding culture and educate staff to fulfil their Safeguarding responsibilities. • Be the escalation point for all concerns and/or issues and have oversight of responses to those concerns/ issues. 	<ul style="list-style-type: none"> • Internal reporting systems, procedures and policy requirements are adhered to and fulfilled (i.e. Riskman reporting/actions) • All external reporting agencies are notified as required and within timeframes • Investigations are followed through to resolution and learnings used to inform improved practice. • Learning Management System (LMS) confirms staff have completed mandatory training • Voice survey results report staff are comfortable to raise concerns and/or issues and they are acted upon
Work Health and Safety	<p>Members of the Aspect Executive are considered “officers” according to the WHS Act and accordingly are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.</p> <ul style="list-style-type: none"> • Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws. • Hold managers within your business unit accountable for their health and safety responsibilities. • Fulfil your duty to exercise due diligence. Due diligence means you must: <ul style="list-style-type: none"> ○ acquire and keep up to date knowledge of work health and safety matters ○ understand the operations of the business and the hazards and risks involved ○ ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised ○ ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way 	<ul style="list-style-type: none"> • Injury rates are low or negligible • Business units comply with risk assessment, hazard and incident reporting requirements • Identified hazards, issues or risks are evaluated and appropriate management controls applied in a timely manner

	<ul style="list-style-type: none"> ○ ensure the business has, and implements, processes for complying with any legal duty or obligation ○ verify the provision and use of resources and processes. 	
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PART B: POSITION CRITERIA

Knowledge & experience	<ul style="list-style-type: none"> • An experienced qualified senior educator with wide experience in the management at a principal level and understanding educational systems and operations as they apply in the special needs sector. • A proven ability working with the government and non-government national and state education sectors. • Professional experience in working with children with special needs. • Professional experience in working with children with autism or a related disorder an advantage. • Excellent written and spoken communication skills with attention to detail. • Experience in policy development and funding submissions. • Experience in financial management of school systems an advantage.
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualifications in education and disability.
Job requirements (Essential)	<ul style="list-style-type: none"> • Current drivers licence • National Police Check (NPC) appropriately cleared • Working with Children Check or equivalent state clearance

PART C: APPROVED BY

Position Approved by: Maryanne Gosling

2 December 2020