

National Senior Co-ordinator, Aspect Education POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	National Senior Co-ordinator, Aspect Education	Location:	Frenchs Forest/Prospect
Group:	Education	Reports to:	National Director, Aspect Education

Organisation Purpose

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We develop person-centred solutions which are flexible, responsive and evidence-informed with people of all ages on the autism spectrum	We are passionate about people, about being positive and about what's possible

Team Purpose


To work with the Education Senior Management team to promote and advance the development of the Aspect Comprehensive Approach for Education (ACAE) across all Aspect schools.

Position Purpose

This role undertakes

- operational responsibility for
 - (i) Implementation, review and audit of the Aspect Comprehensive Approach for Education (ACAE) in Aspect schools;
 - (ii) working with Aspect Research and Aspect Practice to translate research into practice in Aspect schools,
 - (iii) Continued development of the ACAE incorporating engaging learners for life
 - (iv) supporting the model classes in Aspect schools
 - (v) monitoring continuous improvement projects
 - (vi) organise and lead Schools Future Planning Meetings
 - (vii) manage Education Outreach

- As a member of the Education Senior Management Team, the National Senior Coordinator, Aspect Education commits to achieving the objectives of the Aspect Strategic & Business Plans.

Key Result Area	Requirements & Expectations	Success Indicators
<p>Aspect Comprehensive Approach for Education</p> 	<ul style="list-style-type: none"> Support the development of the ACAE in all Aspect Schools. Further develop and support the Model Classes in Aspect schools. Support the translation of research to practice in Aspect schools and attend Aspect Practice think tank meetings. Support and implement engaging learners for life through the ACAE and across Aspect Education. Implement clear measurements for engagement and practice of ACAE. Schools Future Planning process is undertaken in Aspect schools. Working with Aspect Practice to manage and organise Education Outreach. 	<ul style="list-style-type: none"> ACAE elements are reviewed and updated as per cycle and communicated to schools. All Aspect schools will have an Improvement plan developed from the ACAE audit. Engaging learners for life will be incorporated through the ACAE. Model classes will be reviewed and updated. Report on effectiveness of ACAE practices. Schools Future Planning process is reviewed and meetings held. Education Outreach meetings held and model is reviewed with Aspect Practice.
Communications	<ul style="list-style-type: none"> Share responsibility for communications in all situations at work by communicating in writing and verbally in a clear, appropriate and effective manner. Adhere to Aspect policies and guidelines that relate to communications, including but not limited to significant communications, media liaison, privacy and the handling of complaints. 	<ul style="list-style-type: none"> Provide clear and concise communications on all aspects of work. Aspect policies are followed at all times.
Management & Training	<ul style="list-style-type: none"> Working with the Education Senior Management Team, coordinate and support the development and documentation of innovative educational projects to ensure Education services are continuously improving. 	<ul style="list-style-type: none"> Monitor and continuous improvement projects.

	<ul style="list-style-type: none"> • Ensure the maintenance of your own knowledge of best practice in services for people on the Autism Spectrum. • With the senior education team contribute to the training program for Aspect staff. 	<ul style="list-style-type: none"> • Regularly read, attend and update knowledge on Autism and education.
Relationship Building (internal and external)	<ul style="list-style-type: none"> • Develop and foster effective working relationships with staff and colleagues. • Provide timely reports to the National Director, Aspect Education on matters relating to your portfolio. • Meet regularly with the National Director, Aspect Education to review and plan work. • Give priority to attending and participating in the meetings of the Aspect's Leadership Groups, Education's Senior Management Team. • Attend and participate in Aspect's and Education's management meetings. • Implement Aspect's policies, guidelines & procedures • Contribute to the development of Aspect's policies, guidelines and procedures. • Ensure that data for the Strategic & Business Plans and the KPI's is collected. 	<ul style="list-style-type: none"> • Utilise adult learning principles to deliver training to staff. • Effectively managing diversity of opinion, attitudes, goals and experience to achieve positive or constructive outcomes. • Highly developed skills in regards to sensitive, personal and complex matters. • Attend all meetings as required.
Strategic and Operational Planning	<ul style="list-style-type: none"> • Provide input into the Aspect strategic planning process. • Direct Involvement in Education Project Meetings. • Direct involvement in Schools Future Planning Meetings. • Take account of the strategic factors for each key stakeholder relevant to Education with particular reference to students on the autism spectrum and their families, other service providers and the government funders of Education. • Contribute to the development of effective relationships with other education organisations. • Develop partnerships with other service providers in areas where new school projects develop. • Support the implementation of the Communication Strategy and model communication that is open, honest and generous. 	<ul style="list-style-type: none"> • Education business plan objectives are achieved within school year. • Strategic planning objectives are clearly identified, articulated to relevant people and achieved.

Financial Management & Budgeting	<ul style="list-style-type: none"> • Comply with Aspect's financial and asset management policies and procedures and all directions and instructions issued by the National Director, Aspect Finance or Finance Manager regarding the implementation of these policies and procedures. • Appropriately record and account for all revenue received and expenditure incurred. • Operate within the approved budget and within Aspect financial delegations. • Manage Education Outreach budget. • Contribute to Aspect's timely and accurate financial reporting to the Executive and Board. 	<ul style="list-style-type: none"> • Understanding and knowledge of the school and Education budget in order to identify anomalies or inconsistencies. • Regular tracking/ measurement of costs and expenses against budget Identify opportunities for expense management.
Specific Program of Work	<ul style="list-style-type: none"> • Manage specific program of work as required by senior staff. 	<ul style="list-style-type: none"> • Key milestones of the project are scheduled and achieved within agreed timeframes.
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Take reasonable care for own health and safety. • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements. • Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. • Exercise duty of care in the health, safety and welfare of pupils and ensure they are treated with dignity and respect. • Participate in the staff consultation process about work health & safety matters. • Assist to manage the Risk Register. 	<ul style="list-style-type: none"> • Aspect's safety policy and procedures are followed including site specific work practices and management instructions. • All hazards, incidents and injuries are reported to management as per Aspect's risk management procedures. • Health safety and welfare of self and others is ensured as far as reasonable. • Actively participate in safety consultation as required.

PART B: POSITION CRITERIA

Position Criteria	Capabilities	Collaboration and Influence	Working effectively with others in Aspect (outside the line of authority) such as peers to accomplish Aspect and school goals and to identify and resolve problems.
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		Teamwork (Co-operation)	Active participation in and facilitation of team effectiveness; taking actions that demonstrate consideration of the feelings and needs of others and being aware of the effects of your behaviour on others.
		Planning and Organising	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources (project management).
		Leadership & Management	Using appropriate interpersonal styles and methods to inspire and guide individuals (subordinates, peers and superiors) toward goal achievement, modifying behavior to accommodate tasks, situations and individuals involved. Strategic leadership, maximizing performance, managing change, solutions focused.
		Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up with current developments and trends in areas of expertise.
	Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and/or experience in teaching in the disability sector, particularly with students on the autism spectrum, intellectual disability and/or challenging behaviours. • Knowledge and/or experience of adult learning principles. • Demonstrated leadership capability. • A proven ability working with the government and non-government education sectors. • Excellent written and spoken communication skills with attention to detail. 	
	Qualifications and Experience	<ul style="list-style-type: none"> • Recognised University or Tertiary teaching qualifications (as determined by the NESA). • Experience in a special education teaching role <u>and</u> a school leadership role. • Position is not award based. 	
	Job Requirements (Essential)	<ul style="list-style-type: none"> • This role involves travel between Aspect 9 schools and other national locations • Current WWCC and a Police check. • Current NSW Drivers Licence. • Experience in developing and delivering/facilitating training programmes. 	

PART C: APPROVED BY

Position Approved by:

Position: National Director-Aspect Education

Date: January 2017