

Position Description

Job Details

Position Title: Head, Preschool Programs	Year: 2017
Department: Preschools	Section: Services
Reports directly to: Director, Services	Direct Reports: Preschool Directors, Preschool Coordinator

Background Information

Qualifications	<i>Undergraduate</i>	Bachelor of Teaching/Education Early Childhood
	<i>Postgraduate</i>	Graduate Certificate/Master's Degree in Special Education (preferably Hearing Impairment) (preferable but not essential)
	<i>Other</i>	Extensive experience in the Early Childhood sector
	<i>Desirable</i>	Additional qualifications in management/service leadership

RIDBC Overview

Royal Institute for Deaf and Blind Children (RIDBC) provides quality, innovative services to achieve the best outcomes for current and future generations of Australians with vision and/or hearing loss.

RIDBC provides education, therapy and cochlear implantation services for children and adults with hearing and/or vision loss, and their families. Services include:

- Early learning programs for children with vision and/or hearing loss from birth to six years
- Preschool and school programs for children with vision and/or hearing loss and specialist preschool and school support services for children attending mainstream preschools and schools
- Assessment, planning and therapy sessions for children and adults with vision and/or hearing loss
- Specialist vision and hearing services delivered to children, adults and families in regional and remote areas of Australia via videoconference and other technologies
- Cochlear implantation and habilitation services for children and adults, through SCIC Cochlear Implant Program, an RIDBC service
- World class research, continuing professional education programs and postgraduate courses for professionals working with people with vision and/or hearing loss, through RIDBC Renwick Centre.

As a charity, RIDBC relies significantly on fundraising and community support to be able to continue to make a difference in the lives of people with vision and/or hearing loss.

Working for RIDBC

RIDBC's ability to provide high quality services to people with vision or hearing loss is directly dependent on the experience, knowledge and professionalism of its staff.

With more than 450 employees and over 1,500 volunteers, RIDBC employs a diverse range of staff across its many programs including: teachers, audiologists, speech pathologists, surgeons, orthoptists, occupational therapists, psychologists, physiotherapists, technology consultants, academics and researchers.

We also employ a range of people in business support functions including corporate services, library services, fundraising, marketing and communications and human resources.

RIDBC Mission

To provide quality & innovative services to achieve the best outcomes for current & future generations of Australians with vision and/or hearing loss.

RIDBC Values

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| <ul style="list-style-type: none">• Innovative• Share knowledge• Respectful to all people | <ul style="list-style-type: none">• Ethical• Client & family focussed• Strives for high quality |
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Role Purpose

To Manage, oversee, and deliver all elements of effective inclusive preschool programs including enrolments, regulatory/legislative, budgetary, management and early intervention elements.

Key Responsibilities <i>What is the activity?</i>	Performance Indicators <i>What is key? How is it measured?</i>
<ul style="list-style-type: none">• Project plan and oversee all RIDBC Preschools	<ul style="list-style-type: none">• Manage and oversee budget, resourcing and staff plans based on student enrolment numbers in order to provide high quality services
<ul style="list-style-type: none">• Manage early intervention funding	<ul style="list-style-type: none">• To budget and actively manage targets for activities such as ISP service wide, PDSP and Preschool census sign off• Report on funding and make recommendations to the Director, Services
<ul style="list-style-type: none">• Educational and individual programs	<ul style="list-style-type: none">• Collaborate in planning, and contribute to educational and tailored individual programs at each Preschool site• Assessment and evaluation of learning and program efficacy

	<ul style="list-style-type: none"> When required, support the educational and individual programs at RIDBC Preschools
<ul style="list-style-type: none"> National Disability Insurance Scheme (NDIS) rollout 	<ul style="list-style-type: none"> Support the Preschool Directors to plan the rollout of NDIS across preschool populations Ensure staff are NDIS ready
<ul style="list-style-type: none"> Staff professional development 	<ul style="list-style-type: none"> Develop in consultation with the Head of ELP and Preschool Directors, for staff professional development across each Preschool site Develop and plan for Director's Day of Professional Development occurring one day each term Identify areas for staff professional development to ensure continued high quality service to clients
<ul style="list-style-type: none"> Project and Program involvement 	<ul style="list-style-type: none"> Participate and contribute to Centres of Excellence (CoE) project and service teams Implementation of Preschool review recommendations
<ul style="list-style-type: none"> Management expertise 	<ul style="list-style-type: none"> Utilise previous management expertise to support the Directors where required
<ul style="list-style-type: none"> Quality and Safety 	<ul style="list-style-type: none"> Overview Preschools Quality and Safety programs, maintaining a culture where safety of children and staff are paramount Ensure compliance with regulatory/legislative requirements Review incident data for trends, and make changes and/or recommendations to manage risk
<ul style="list-style-type: none"> Work collaboratively with other team members and teams on RIDBC activities. 	<ul style="list-style-type: none"> Positive feedback from team members and other teams.
<ul style="list-style-type: none"> Follow RIDBC values, policies, procedures and statutory obligations. 	<ul style="list-style-type: none"> Compliance with all RIDBC policies etc.
<ul style="list-style-type: none"> Follow workplace health and safety programs to ensure a safe working environment for self and others. 	<ul style="list-style-type: none"> Compliance with WHS programs and policies.

Knowledge, skills and experience – *Required to perform this role*

- Extensive experience in the education of young children.
- Experience in family-centred program delivery
- Demonstrated management and leadership ability
- Excellent written and verbal communication skills, including the capacity to handle sensitive matters with tact and diplomacy.
- Excellent organisational and program development skills.
- Working knowledge of ECCMS
- A current unrestricted NSW driver's licence.
- Compliance with Child Protection Legislation.
- Computer skills including working knowledge of Microsoft Office suite of programs and the internet.
- Commitment to ongoing professional development.
- Knowledge of current preschool practices and requirements

Personal Attributes

Ability to prioritise and manage multiple and concurrent projects, often with competing deadlines	Outcomes and practise focused
Highly developed interpersonal skills	Values driven with strong personal and organization values match
Collaborative and consultative	Ability to work autonomously

Challenges

Types of challenges

How the position deals with them

Alternatives:

- What does success look like
- Expected outcomes

Complex organisational work practices and diverse stakeholders	Navigate through the complex structures, show understanding and empathy with differences within RIDBC
Fast changing services environment in both education and disability	Stay current with emerging developments and incorporate changes into services and/or develop new services
Meeting the demands of a very diverse range of activities	Planning carefully and being well-organised. Seeking help when needed
Technological developments	Ensures they have gained a working knowledge of technological advancements and how to implement technology into the Department
Maintaining positive working relationships with other departments across RIDBC	Actively liaise with other departments and seek support from RIDBC Directors as required

Staff member's name (print):		Date:
Staff member's signature:		

Supervisor's name (print):		Date:
Supervisor's signature:		