



# Inclusion Support Worker

## POSITION PROFILE

Division	Shire Services	Status	Temporary, Part - time
Unit	Children's Services	Salary Grade	
Reports to	Early Education Centre Director	Reviewed	June 2022

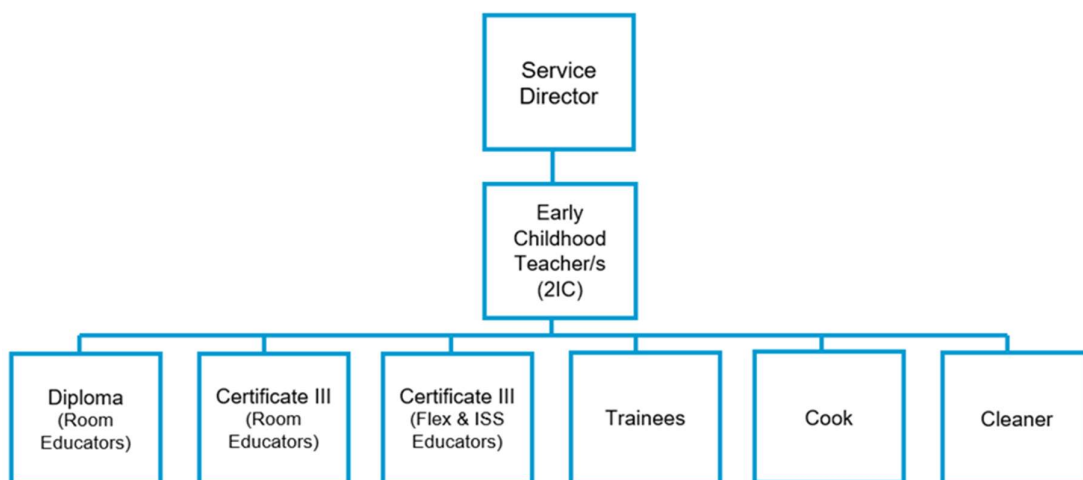
## STRATEGIC INTENT

Deliver a range of high quality Children's Services that meet the needs of the community ensuring equity of access, while maintaining financial sustainability as a business unit within Council

## POSITION PURPOSE

- To provide above ratio support to assist educators to support the inclusion of children with ongoing high support needs alongside their peers.
- Provide support in the implementation of quality education and care services for children aged birth to school age.
- To support educators in building capacity and capability in addressing participation barriers for all children attending the service.

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Work in accordance with regulatory requirements	<ul style="list-style-type: none"> <li>Follows procedures and practices to maintain requirements under <i>Education and Care Services National Law, Education and Care Services National Regulations</i> and the <i>National Quality Standard</i></li> </ul>
Educational Program Practice	<ul style="list-style-type: none"> <li>Supports children's participation in the program</li> <li>Fosters children's learning through modelling and direct engagement with children at activities</li> <li>Promotes inclusivity, equity, social and cultural diversity through role modelling and encouragement</li> <li>Implements a play-based learning environment responsive to children's interests, strengths and abilities</li> </ul>
Children's Health & Safety	<ul style="list-style-type: none"> <li>Uses service practices to meet children's health requirements (i.e. medication, meals, sleep, allergies)</li> <li>Follows daily care routines of all children and records evidence that care practices are completed</li> <li>Follows supervision procedure and plans at all times with any risks to supervision identified and communicated to supervisor or responsible person</li> <li>Follows all hygiene procedures and practices are maintained</li> <li>Uses task related PPE provided</li> <li>Follows role of a mandatory reporter to identify children at risk of harm</li> <li>Participates in cleaning duties throughout the day</li> </ul>
Relationships with Children	<ul style="list-style-type: none"> <li>Interacts with children in a warm, positive and responsive manner consistently, reflecting a sense of being, belonging &amp; becoming</li> <li>Treats all children equitably and fairly</li> <li>Follows and implements the positive behaviour guidance procedure with any concerns regarding behaviour communicated to the supervisor / responsible person</li> <li>Treats routine times as teachable moments using genuine interactions and respecting children's rights</li> </ul>
Staffing Arrangements	<ul style="list-style-type: none"> <li>Supports educators to maintain ratios and communicates supervision risk to Nominated supervisor or responsible person</li> <li>Works collaboratively with other team members</li> <li>Attends in-service training</li> <li>Follows shift duties</li> </ul>
Collaborative Partnerships with Families and Communities	<ul style="list-style-type: none"> <li>Communicates with families positively and respects the family's child rearing practices and beliefs.</li> <li>Participates in community-based events with team members</li> </ul>

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Governance and Administration	<ul style="list-style-type: none"> <li>• Completes administrative duties within set time frames</li> </ul>
	<ul style="list-style-type: none"> <li>• Communicates any issues or concerns with the centre director and/or responsible person as they occur</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintains confidentiality at all times</li> </ul>

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences  Experience or skills	Essential	<ul style="list-style-type: none"> <li>▪ Commitment to undertake training in First Aid and Child Protection</li> <li>▪ Current Working with Children Check number</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>▪ Genuine interest in working in an inclusive environment alongside children with additional needs</li> <li>▪ Effective communication skills.</li> <li>▪ CHC30121 Certificate III in Early childhood education and care or equivalent or commitment to undertake</li> <li>▪ HLTAID012 First Aid Qualification</li> <li>▪ Current Child Protection Training CHCPRT001 or equivalent</li> <li>▪ Experience working in early education and care services or similar</li> <li>▪ Knowledge of Early Education Law &amp; regulations, EYLF, inclusive curriculum / social justice issues</li> <li>▪ Basic computer skills</li> <li>▪ Proven skills in regard to initiative and dependability</li> </ul>

## CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> <li>▪ <b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.</li> <li>▪ <b>Goals oriented:</b> Works to achieve self-set goals</li> <li>▪ <b>Critical thinking:</b> Critically examine own work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li> <li>▪ <b>Communication skills:</b> able to articulate and share information in simple terms.</li> <li>▪ <b>People skills:</b> able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.</li> <li>▪ <b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li> </ul>
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## OUR VALUES

Behaviours	<ul style="list-style-type: none"> <li>▪ <b>Collaborate</b> – We are a united team. We work together to deliver great outcomes for our community</li> <li>▪ <b>Achieve</b>- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li> <li>▪ <b>Respect</b> – We communicate openly, act with integrity and are inclusive</li> <li>▪ <b>Evolve</b> – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

<b>Employees</b>	No direct reports. Unit structure attached.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

## SPECIFIC CONDITIONS OF EMPLOYMENT

<b>Sutherland Shire Council's Child Protection Policy</b>	<p><u>This is a child-related position under the Definition of Council's Child Protection Policy. As such the following items apply:</u></p> <p>A current Working with Children Check Clearance must be provided prior to offer of employment.</p> <ul style="list-style-type: none"> <li>- Mandatory training in relation to child protection must be undertaken. This is completed online via Aurion "Child Protection". This MUST be completed at the latest on induction.</li> <li>- Compulsory Training must be undertaken if Child Protection Legislation changes occur. This will be completed online via Aurion OR through mandatory training sessions</li> </ul>
<b>Children's Services employment</b>	<p>You are employed by Sutherland Shire Council, not one particular Centre. Council reserves the right to transfer you between Centres as the operational need arises.</p>