# Position Description

**Early Childhood Specialist Teacher**

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

In consultation with families who have children aged 0 to 6 years who are blind or have low vision, the key purpose of the Early Childhood Specialist Teacher is to utilise their specialist knowledge and skills to provide high quality, developmentally appropriate educational and early learning programs to meet the children’s individual needs and to provide information and support to their families and carers.

## Context

Vision Australia exists to support people who are blind or have low vision to live the life they choose. Vision Australia provides services to more than 32,000 clients from 28 Vision Australia sites in NSW, ACT, Queensland and Victoria and 29 clinics as well as outreach services to the Northern Territory and Tasmania.

## Principal Responsibilities

* Plan, develop, deliver and evaluate individual or group specialised early learning programs based on a thorough knowledge of early childhood development and the individual and specific needs of children with vision impairment;
* As required, act as the Primary Service Provider to coordinate the provision of services internally to clients and families and to liaise with external service providers to achieve desired outcomes for clients.
* Identify, develop and review information and resources; promote and represent Vision Australia regarding Early Childhood Education issues in relevant forums; develop and maintain internal and external networks. Provide professional development as appropriate to relevant parties.
* Monitor and maintain accurate, up to date client records in accordance with professional standards, Vision Australia policy and procedures and other relevant legislation including Disability Act.
* Continuous professional development including keeping up to date with new research and maintaining skills & knowledge level.
* Support student supervision and collaboration with learning institutions universities e.g. universities, peak bodies.
* Other duties as required by the Regional Manager;
* Maintain asafe workplace by ensuring staff, volunteers and clients receive adequate information, training and instruction on WHS. Provide adequate supervision to all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Relevant qualifications in Early Childhood and/or Special Education;
* Previous experience in developing and providing educational programs for children with special needs;
* Development and Intervention in Special Education, Family centred practice, Active learning;
* Planning, implementing and evaluating group and individual programs.
* Knowledge and skills in working with children, adults and older adults.
* Experience in providing client support and Early Childhood Education services in person and/or through other communication mediums.
* Training and intervention strategies for individuals and groups.
* Strong planning skills including sound time management skills.
* Well-developed analytical and problem solving skills.
* Ability to work as part of a team and independently as required.
* Ability in establishing and building positive working relationships at all levels.
* Excellent interpersonal and written communication skills.
* Computer literacy skills in Microsoft applications and the internet.
* Empathy and emotional maturity.
* Ability to adapt to changes in the work environment.
* An understanding of the impact of blindness and low vision (desirable).
* Experience working with families from culturally and linguistically diverse backgrounds (desirable).

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time;

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check and if relevant, a Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

**Reports to: Regional Manager**

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

END