

## Position Description: Education Consultant

<b>POSITION TITLE</b>	Education Consultant
<b>REPORTING TO</b>	Education Manager
<b>DIRECT REPORTS</b>	None
<b>CLASSIFICATION</b>	Social, Community, Home Care & Disability Services Industry Award – Modern Award Level according to qualifications and experience
<b>CONDITIONS</b>	This position is <b>Casual</b> <i>Appointment of the successful applicant is subject to satisfactory police records check, working with children check, and DHHS support worker exclusion check.</i>
<b>LOCATION</b>	This positions will be based within the <b>Barwon, Gippsland or Western District</b> regions with regular travel required. Occasional travel (for onboarding and training) to the DSV office at 18/71 Victoria Crescent, Abbotsford VIC 3067 will be required.

### Organisational background

Down Syndrome Victoria (DSV) is a community based, not-for-profit membership association. We have a proud history of supporting individuals, families, and the community since 1978.

We work alongside people with Down syndrome and their families so they may reach their full potential and live the lives they choose. DSV provides services, information, training, education support, and general support, with and for people with Down syndrome, their families, professionals, and the wider community. This includes prenatal support and information to expectant parents and health professionals.

DSV advocate with and for people with Down syndrome to have access to the same opportunities, supports and community activities as other Victorians based on a human rights approach, and consistent with the United Nations Convention on the Right of Persons with Disabilities. We want to live in a society where people living with Down syndrome are valued, reach their full potential, and enjoy social and economic inclusion.

Together, we can and will create this inclusive community.

## Education Support - Key deliverables

Key deliverables of the Education Support Service:

### 1. Education Support Service (ESS)

This is a classroom-based support service for teachers providing practical assistance and resources, to improve learning outcomes for students with Down syndrome and their classmates. This service provides support to teachers of students with Down syndrome through onsite visits (or virtual if required) and reports. Areas covered depend on the needs identified by the school and teacher. This includes assisting families, kindergartens, and schools to support students in transitional years.

### 2. Professional development

Professional development for educators on a range of topics. This includes the management of DSV online education repositories and education conferences (Melbourne and Tasmania) if applicable.

### 3. Parent information and workshops

Education workshops are delivered regularly as part of the DSV program of training events.

## Key responsibilities

Key responsibilities for the position of Education Consultant are:

### Delivery of Education Support Service

1. Assist teaching staff within education settings such as Kindergartens, Primary and Secondary Schools by supporting children with Down syndrome to optimise their learning
2. Provide information, practical assistance and resources through on-site visits or online consultations
3. Provide support and advice for specific classroom challenges
4. Provide appropriate support and information to families of students with Down syndrome
5. Work in partnership with families, school staff and community to support school transition for children with Down syndrome in mainstream settings
6. Deliver professional development workshops for educational professionals
7. Establish and maintain appropriate records for all users of the Education Support Service
8. Respond to general education enquires (mail, telephone and email)

### Information Provision

1. Provide relevant up to date information that is research based and reflects the philosophy of Down Syndrome Victoria
2. Become familiar with the Down Syndrome Victoria website and other resources that are available to support families, students, schools, and the broader community. This includes the proactive engagement of schools to promote the benefits of the Education Support Service.
3. Collaborate with other staff from Down Syndrome Victoria to develop and update education information resources.

### Peer Support and Advocacy

1. Participate in Down Syndrome Victoria functions as required
2. Ensure that individuals with Down syndrome and their families are provided with sensitive support and treated in a way that reflects the philosophy of Down Syndrome Victoria.
3. Ensure that the Education Manager is kept informed of individual or systemic issues which may need to be addressed through DET or relevant authorities.

## Key selection criteria

Key selection criteria for the position of Education Consultant are:

- Current teaching registration and a minimum of 5 years teaching experience
- Strong commitment to inclusion of people with intellectual disabilities within the community, particularly mainstream schools
- Detailed knowledge of the Victorian curriculum
- Knowledge of teaching students with additional needs including adjusting the curriculum
- Confident speaker, ability to deliver workshop content for presentation/ professional development
- Highly self-motivated with ability to work autonomously and as part of a team
- Well-developed written and verbal communication skills and the ability to communicate effectively in a sensitive manner with a variety of stakeholders
- Knowledge of confidentiality issues
- Ability to demonstrate a high level of professionalism and accountability
- Excellent time management and organisational skills
- Competency with Microsoft Office suite software
- Current Drivers Licence

## Desirable attributes

- Current knowledge and understanding of Down syndrome/intellectual disability.
- Operational understanding of the National Disability Insurance Scheme

## Personal qualities

Our Values of Respect, Accountability, Integrity, and Inclusion are expected to be upheld at all times. The role also requires an empathetic approach, ability to handle difficult situations and appreciate the needs of people from diverse backgrounds. The ability to work autonomously is integral to success in this role.

## Work environment

This position is primarily based off-site.

The applicant will provide their own vehicle for travel and travel costs will be reimbursed according to DSV policy. This role and its responsibilities deem that occasionally some work will be required outside your standard days or hours. The nature of our small team and priority to deliver in the best interest of people with Down syndrome necessitates a degree of flexibility. This includes a willingness to support colleagues which at times will require you to perform tasks outside your immediate role. The successful applicant will initially be employed for a probationary period of three months.

DSV is an equal opportunity employer and strongly encourages people with a disability to apply for all positions. DSV offers a flexible work environment

## Conditions of employment

- Appointment of the successful applicant is subject to satisfactory police records check, working with children check, and DHHS support worker exclusion check.
- As a valued member of the Education team, your participation in periodic meetings and/or training sessions will be requested. Where possible these will be accessible over video conference however expectation of occasional travel to the Melbourne office of Down Syndrome Victoria can be expected.
- Intra-state travel may be required.
- Other conditions in accordance with SACS 2010 (Victoria) Award

**Approved:**

Chief Executive Officer

**Date:**

**I acknowledge and agree that the above job description is a true and accurate description of my current role.**

**Signed:**

\_\_\_\_\_

**Employee**

**Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Down Syndrome Association of Victoria Inc.**

18/71 Victoria Crescent Abbotsford VIC 3067 t: (03) 9486 9600 f: 03 9486 9601

e: [info@dsav.asn.au](mailto:info@dsav.asn.au) w: [downsyndromevictoria.org.au](http://downsyndromevictoria.org.au)

Reg No A0008787R ABN 59 901 963 154