



*Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.*

## Manager - Early Childhood Intervention Groups

Team	Education Support & Therapy Services
Location	Sunnybank Hills
Manager	Manager Education Support & Therapy Services
Classification	Senior Professional <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Full-Time

### Purpose

The purpose of this position as Manager Early Childhood Intervention is to:

- lead the existing early childhood intervention service, and provide Early Years Educator support to group programs;
- support transition to the new Early Childhood Education and Care (ECEC) Long Day Care model;
- assume the role of Director of the Sunnybank Hills Early Childhood Education and Care Service from January 2021; and
- manage daily operations to deliver high quality early childhood services in line with AQ's vision, mission and values.

### Responsibilities

- Work collaboratively with the Early Childhood Intervention (ECI) team to:
  - ensure intervention goals and strategies are embedded within children's everyday routines; and
  - incorporate early childhood education practices in support of transition to mainstream settings
- Manage service performance by applying strong business and financial disciplines including efficient deployment of resources, budgeting, staff ratio management and salary costs
- Ensure the service complies with National Disability Insurance Scheme (NDIS) legislation, frameworks and guidelines and prepare the service to meet Early Childhood Education & Care (ECEC) compliance obligations

- Maintain a safe environment for children, families, employees and visitors and implement strategies to achieve safety outcomes, constantly driving continuous improvement
- Establish and maintain effective communication and networking with key agencies relevant to the delivery of services in the Early Years disability and education sectors
- In consultation with Human Resources, recruit, induct, train and develop a team of professionals and support staff
- Lead, mentor and supervise direct reports to demonstrate a high standard of practice in line with Autism Queensland's vision and values, AQ's Principles and Practices, and early intervention and ECEC best practice guidelines.
- Provide timely and informative reports as required by Autism Queensland and relevant regulatory agencies
- Treat all children with dignity and respect, embracing each child's unique family and background, and demonstrate the ability to guide children's behaviour in a positive way

## Key Performance Indicators

- Action plan developed for implementation of an ECEC model in January 2021
- Service delivery and operations are consistent with AQ standards, policies and procedures
- Early Childhood Intervention Group budgets are developed, monitored and reported on according to agreed timelines
- Induction, regular supervision, ongoing development and effective performance management of direct reports is provided, and team morale is positive
- Team meetings are conducted regularly, minuted and outcomes addressed in a timely manner
- Reporting and documentation are completed in a timely manner and to a high standard
- Professional internal and external working relationships are developed as relevant
- Implementation of evidence-informed practice by the ECI Team is demonstrated
- Interactions with children and their families are positive and encouraging, and emphasise care, empathy and respect for others
- AQ values are modelled and standards of excellence in professional practice and ethical behaviour are demonstrated
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Minimum tertiary degree (or equivalent) qualification in Teaching – Bachelor of Early Childhood
- Minimum five years' professional teaching experience in the ECEC sector
- Demonstrated experience in a leadership role

- Demonstrated high level understanding of autism and child development, and best practice in early childhood education
- Demonstrated experience building positive relationships with families and other stakeholders
- Proven ability to work autonomously under direction and collaboratively as a member of a team
- Highly effective time management and organisation skills with intermediate computer skills

#### *Highly-regarded*

- Demonstrated understanding of the NDIS and its application to service provision
- Demonstrated experience driving performance and delivering positive results in ECEC services
- Demonstrated understanding of contemporary ECI and Day Care service models
- Proven experience in the development of new programs or services

#### Special Conditions & Requirements

- Current registration or eligibility for registration with the Queensland College of Teachers
- Current open driver's license
- Some out of normal hours work
- Current, recognized First Aid qualification
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available
- Certificate of completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: December 2019