

Coordinator Early Years Behaviour Guidance

Team	Consultancy and Learning
Location	State-Wide
Manager	Manager Early Years Inclusion

Purpose

The purpose of this position as Coordinator Early Years Behaviour Guidance is to coordinate, lead and deliver high quality supports to regulated early childhood services to build educator capability to positively guide children's behaviour.

Responsibilities

- Coordinate Positive Behaviour Guidance Service to enhance the confidence, knowledge and skills of educators in regulated early childhood services including out of school hours care, sessional kindergartens, long day care services and family day care through.
- Investigate and actively pursue service development opportunities.
- Develop and deliver workshops to enhance the confidence, knowledge and skills of educators in regulated early childhood services.
- Provide practical and responsive online consultation to educators.
- Develop evidence informed resources to support educators in regulated early childhood services.
- Establish and maintain effective communication and networking with key contacts and stakeholders within the early years sector relevant to the development, growth and delivery of the Positive Behaviour Guidance Service, including Early Childhood Guidance Program Pilot providers, Kindy Inclusion Service Providers and general sector stakeholders.
- Maintain accurate data and records and provide timely and informative reports, in alignment with funding body contracts including key milestones and performance indicators.
- Prepare and maintain progress notes, data and records, meeting minutes and reports as requested by Manager Early Years Inclusion.
- Monitor and review customer feedback and sector requirements for opportunities to develop and enhance service delivery.
- Promote and disseminate information about the Positive Behaviour Guidance Service through stakeholder meetings, conference presentations, education forums, and within AQ.
- Work with AQ Senior staff and Professional Leads to ensure implementation of best practices in service delivery.
- Deliver workshops and webinars in a timely and responsive manner in line with the outcomes of the service.
- Provide experience and knowledge to the design and implementation of adult learning activities which is responsive to the individual needs of educators and the people they support (children, their families, and other relevant stakeholders).

Key Performance Indicators

- Services are delivered, drawing on evidenced-based practices for children and adult learning principles with applied understanding of Positive Behaviour framework.
- Services are developed, costed, scheduled and delivered to meet funding body requirements and within budget.
- Effective leadership, development and performance management of direct reports is evidenced by regular one on one and team meetings with timely probationary and annual performance appraisals.
- Professional internal and external working relationships are developed as relevant both personally and by direct reports.
- Reports and input for service delivery, submissions and performance reports are provided as required and on time.
- New and innovative service development options are identified, raised with the Manager Early Years Inclusion and pursued as required.
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures.
- Acting in alignment with AQ's Vision, Mission and Values with a strategic approach to the development and improvement of Autism Queensland services.
- In conjunction with team members, delivery of minimum 80 workshops over the project period.
- Resources developed are in line with AQ Practice Excellence Framework and AQQA.

Requirements

- Tertiary qualification in Education, Speech Pathology, Occupational Therapy or Psychology
- Minimum nine years' postgraduate experience
- Demonstrated high level evidence-based experience, understanding and expertise in Positive Behaviour guidance
- Expertise in development and delivery of Positive Behaviour education and adult learning principles
- Demonstrated high level of understanding of contemporary inclusion practices and universal design
- High level interpersonal, written and verbal communication skills
- 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
- Capacity to work outside of standard business hours, evenings and occasional weekend work, to deliver workshops and address the scheduling requirements of the Early Childhood sector

Highly-regarded

- Demonstrated experience in provision of professional learning activities
- Experience leading a multi-professional or trans-professional team
- Post-graduate qualifications in relevant professional field or in early years study and/or PBS
- Knowledge of QKLG, EYLF, My Time, Our Place

Special Requirements

- Current registration or eligibility for registration with the relevant Professional Board or Association in Queensland
- NDIS Worker Screening Clearance
- Current open driver's license
- Occasional intrastate travel
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available
- Current, recognised Provide First Aid including CPR qualification
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: April 2024