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| **Position Title** | **Early Childhood Auslan Educator** | **Department** | **Learning and Training** |
| **Reports to** | **Manager, Families and Community Access** | **Effective date** | **November 2019** |
| **Responsible for** | **N/A** | **Location** | **Various – off-site. Within kindergartens participating**  **in the ECLP Auslan** |

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| **Organisation Overview** | Expression Australia (formerly Vicdeaf & Tasdeaf) connects people to the life they want to lead - through ensuring better access, inclusion and equal opportunity.  Expression Australia is an iconic and progressive community organisation, rapidly evolving commercially oriented business and leader in providing services to people who are deaf, hard of hearing or who experience barriers to participation.  Expression Australia's vision and mission empower people to achieve better economic, cultural, social and civic participation in the community. |

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| **Role Overview** | As part of the Victorian State Government’s Early Childhood Language Program, Expression Australia has been elected to facilitate the delivery of Auslan into nominated Kindergartens in Victoria. This 4-year program (2019-2022) will give children across Victoria the opportunity to learn Auslan for 3 hours per week.  The Early Childhood Auslan Educator is responsible for the development and delivery of Auslan language learning in designated Victorian kindergartens.  The Early Childhood Auslan Educator will work closely with kindergarten staff to support and plan aspects of the kindergarten’s education program to be delivered in Auslan.  The position will also require the development of resources, attending professional development and working closely with the Learning and Training team at Expression Australia. |

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| **Job Specific Responsibilities**  *Key performance indicators will be clearly defined through the performance planning process.* | |
| **Contribute to the achievement of Expression Australia’s strategic objectives** | * Advance Expression Australia strategic plan and its vision through executing the organisation’s strategic priorities. * Model behaviours that are consistent with the mission and beliefs of the strategic plan. * Model behaviours that reflect our values. |
| **OHS & Quality Compliance** | * Take reasonable care for their own health and safety, and health and safety of others * Adhere to OHS guidelines * Adhere to the organisation’s Quality framework |
| **Program Delivery** | * Consistently deliver high quality, structured and positive Auslan learning experience for children * Lead Auslan only/ ‘voice off’ sessions with children and kindergarten staff * Ensure program is implemented in accordance with the Victorian Early Years Learning and Development Framework (VEYLDF) and with reference to the National Auslan Curriculum * Work with kindergarten staff to ensure effective delivery of the program (including planning) * Undertake other tasks as directed |
| **Improve and further develop teaching resources** | * Develop, share and regularly review appropriate resources to use in kindergarten sessions * Be innovative and explore traditional and innovative formats and platforms. * Contribute to the research of current sign language teaching practices in early childhood classrooms and resources in local, national and international settings. * Work collaboratively with relevant departments and collaborative organisations to identify and develop resources * Support a collaborative learning environment, based on shared strategies, planning and professional discussion within the teaching team |
| **Program Quality** | * Ensure accurate records and handover materials are kept and utilised within the Learning and Training   team to ensure consistent and efficient delivery of programs across all kindergartens.   * Decision making is in line with areas of authority and in consultation with the teaching team and Learning and Training Manager * Feedback and evaluation from Kindergarten programs are regularly sought and improvements are made where necessary * In conjunction with the Learning and Training team, consult with teachers, children and other stakeholders to identify needs and current gaps. * Provide feedback to Learning and Training managers about the program |
| **Professional development** | * Attend and actively participate in team meetings and professional development * Maintain communication and attend meetings as requested with the Learning and Training Managers to keep updated on work commitment |

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| **Core Capabilities** (including Expression Australia Values highlighted in orange) | | | |
| **Respectful**  *Behaving ethically appropriate, respectful of culture and community and providing person centred services to clients and others* | Aligns client/customer needs to our services. Demonstrates active listening and questioning skills to identify client needs and issues. | **Diversity**  *Showing respect for diverse backgrounds and experiences* | Uses basic professional competency to perform relevant work, working with a variety of people from various backgrounds in a bi-cultural, bi-lingual environment. Understands diversity and confidentiality requirements and is able to work with staff collectively. |
| **Technology**  *Using and understanding technology to improve service delivery* | Develops ability to use technology within position, enters data and learns use of relevant communications and technology systems. Develops skills of adapting processes to keep pace with new technological developments | **Accountable**  *Demonstrating responsibility for own work* | Develops an understanding of the link between own job responsibilities and overall organisational goals and needs. |
| **Adaptive/Resilience**  *Demonstrating and developing individual coping strategies* | Learns and develops the skills of approaching work with energy, positivity and drive. Seeks guidance on solutions to ensure quality of work is maintained, regardless of working environment. | **Progressive**  *Innovating and looking at ways to improve the lives of our clients and communities* | Learns to seek opportunities to work better and to recognise risk within the limits of the role. Learns to take responsibility for continuous improvement in own work and appreciates the importance of flexibility and creativity in role. |
| **Inclusive**  *Working effectively and engaging with others to achieve a common goal* | Ability to work within a team environment cohesively and inclusively. | **Commercially** **Focused**  *Ensuring that all services are right for our clients and our organisation* | Develops a working knowledge of role-related activities in the relevant area. Develops capability to influence and gain the confidence of clients and stakeholders. Meets service delivery requirements for the work area and services offered. |
| **Auslan**  *Language of Choice* | Our organisation is bi-lingual and bi-cultural, where Auslan and English are both utilised languages. The learning and use of Auslan is encouraged and endorsed in the workplace. Along with a willingness to learn Auslan, possess a positive attitude towards continuing to improve language skills is imperative. | | |

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| **Job Specific Capabilities** | |
| **Plan** - *Applying proper planning to achieve priorities* | Learns responsibility for planning in own role, and in conjunction with Kindergarten colleagues, to achieve desired outcomes of requirements. |
| **Problem solving -** T*hinking and analysing to develop solutions to problems* | Has knowledge around how to find solutions to issues in the workplace. Identifies opportunities for innovation and solves most problems in own work. |

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| **Knowledge, Skills & Experience** |
| **Essential**   * Fluency in Auslan * Knowledge of and experience with the Deaf Community and Auslan learning pathways and demonstrated ability to provide high quality Auslan teaching. * Experience teaching/facilitating Auslan   **Desirable**   * Experience in early childhood education settings. |

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| **Education / Qualifications / Certifications/ Memberships** |
| * Bachelor of Early Childhood Education is preferred. * Other Education or Early Childhood Qualifications (e.g Bachelor of Education, Certificate or Diploma in Early Childhood, or Cert IV in Training & Assessment) will be considered * A Working with Children Check * Membership of ATAV [Auslan Teachers’ Association of Victoria] or other professional bodies advantageous |

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| **Travel Requirements** |
| * Regular travel in metropolitan and/or regional Victoria required. |

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| **I acknowledge that I have read, understood and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed annually to maintain its relevancy and meets organisational objectives.** | |
| **Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |