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| **Position Description** |

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| **Early Childhood Teacher**  **Autism Specific Early Learning and Care Centre** (**ASELCC) Room Lead** | |
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| **Position No:** | 50147690 |
| **Business Unit:** | Chief Operating Officer |
| **Division/School:** | Human Resources |
| **Department:** | LTU Community Children’s Centre |
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| **Classification:** | HEO 6 |
| **Employment Type:** | Full-Time Continuing |
| **Location:** | Melbourne (Bundoora) |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Victorian Autism Specific Early Learning and Care Centre:

<https://www.latrobe.edu.au/child/services/aselcc>

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| **Position Description** |

**Early Childhood Teacher (ASELCC Room Lead)**

**Position Context**

The La Trobe University Community Children’s Centre is located at the La Trobe University Bundoora campus, and primarily supports the La Trobe University community, including University staff and students. The Centre offers three programs to families, All Day Care, Sessional Care and the Autism Specific Early Learning and Care Centre (ASELCC). The Centre is part of the La Trobe University and works within the broader University framework. Our centre is rated as “Exceeding” the National Quality Standard by ACECQA.

Our ASELCC service provides intensive, evidence-based early intervention to very young autistic children, in an early education setting. Our service utilises the Early Start Denver Model (ESDM) and were the first in the world to implement the ESDM in a group setting. Our team has published several research papers and a manual about the group delivery of the ESDM. We work in partnership with the Olga Tennison Research Centre (OTARC) to translate the most current ideas and research into our program, while also researching and publishing reports on the efficacy of our program.

Our transdisciplinary team collaborate dynamically to provide individualised supports in a naturalistic group setting, maintaining a strong focus on child development, well-being, and peer interactions. The person working in this position will collaborate with allied health staff and educators to provide care and education services to young autistic children.

**Duties at this level may include:**

* Develop, lead and implement a high-quality curriculum that is consistent with:
  + The service philosophy, procedures and policies
  + The La Trobe University cultural qualities
  + Education and Care Services National Regulations and National Law
  + The National Quality Standards
  + Early Years Learning Framework and Group-ESDM.
* Develop and implement roles and responsibilities across their team to support day to day operations in their room and/or across family grouping.
* Build and maintain professional, collaborative, inclusive and positive relationships with children and families of the service.
* Build and maintain positive relationships with key stakeholders, including families, internal and external therapists, professionals and primary schools.
* Implement practices that actively protect children’s safety and rights, including across both child safe and NDIS Quality Safeguards.
* Implement practices to ensure all documentation is completed as required across all areas, including observations, planning and Centre procedures.
* Act as Key Worker to families in the ASELCC, supporting the progress and needs of individual children and families.
* Facilitate collaborative and reflective practice amongst the early education team, to ensure all educators are supported to engage meaningfully with the room program.
* Plan and implement Group-ESDM schedule and curriculum that supports participation of all children, including seeking and implementing specialist support as required.
* Lead and capacity build the room’s education team to implement Group-ESDM at fidelity.
* Undertake all mandatory certification trainings as determined by sector regulatory requirements and Centre policies/procedures.
* Contribute to the development of policies, the Quality Improvement Plan (QIP) and other standards and frameworks as required.
* Undertake additional leadership responsibilities as directed by Management, including acting as Responsible Person.

**Key Selection Criteria**

* Ability to collaboratively develop high quality early education and care programs responsive to individual needs and interests of children and families, informed by the Early Years Learning Framework.
* Commitment to best practice in early childhood education and care, and intervention supports.
* Enjoys working in a dynamic, collaborative and transdisciplinary team.
* Ability to provide feedback and support to colleagues in a constructive and supportive way.
* Experience forming and maintaining positive connections with families and providing timely support and feedback
* Strong understanding of National Quality Framework and Early Years Learning Framework

**Registrations/licenses required:**

To hold this La Trobe University position the occupant must:

* Hold a Bachelor level qualification in Early Childhood Education and Care with 5+ years relevant work-related experience; AND
* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* hold, or be willing to undertake and pass, a National Police Check; AND
* hold, or be willing to undertake and pass, a NDIS Check; AND
* hold a relevant current First Aid Certificate; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

Text, letter

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For Human Resource Use Only

Initials: Date: