
About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

Education

Staying connected to education is critical for the development of long-term independence in young people. We create and deliver innovative and specialised programs in and outside of the classroom, ensuring children living in our care and the broader community reach their highest potential. We offer a wide range of educational support, including dedicated one-on-one help; programs for care leavers, online programs, case management for vulnerable students; homework clubs and support groups for carers. We work directly with parents, schools, support services, allied health and government agencies to provide tailored solutions and better education outcomes for children disengaged with education.

Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Education
Program:	Education
Reports To:	Lead Teacher
Direct Reports:	Nil
Internal Stakeholders:	Employees, Managers, Executive.
External Stakeholders:	Clients, Families, Government Departments, Schools, Case Workers, and other relevant individuals.
Classification:	Individual Employment Contract

About You (Key Selection Criteria)

Required:

- Tertiary qualifications (Education), current full Victorian Institute of Teaching (VIT) registration and competence in the field of education.
- Full Victorian Drivers Licence.

Desirable:

- N/A

Knowledge and skills

- Experienced in teaching and managing a classroom of children or young teenagers or adults with the ability to engage students with complex needs in learning.
- Demonstrated understanding of how trauma affects a child or young person's learning.
- Understanding of flexible learning approaches and how these approaches are specifically targeted to disadvantaged children and young people.
- Capacity to undertake and implement individual educational assessments and learning plans for students who have experienced significant educational disruption and who present with complex psychological and social needs.
- Demonstrated high level ability to monitor and assess student's learning data at the individual, cohort and whole of program level and to use this data to inform teaching for improved student learning.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

Personal Qualities

- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness, and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Initiative and accountability:** be proactive and self-starting, seize opportunities and act upon them, take responsibility for own actions.
- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Self-Development:** the desire to continually develop, inquire and learn through on the job experiences, exposure through participating in events, mentoring and education.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.

Your Contribution (responsibilities)

The key contributions in the role are outlined below:

Role specific

- Assess the functioning, learning capacity and educational needs of young people in care including kinship, residential care, foster care etc.
- Assist in the development and implementation of each young person's school based Individual Education Plan (IEP) through the provision of one on one, small group and whole class teaching.
- Provide individual specialist education support to young people in care, including implementing tailored personal education plans for each student, including one to one educational support (teaching) to Navigator clients, 12-17yrs of age, through the TEACHaR Program.
- Work in collaboration with the relevant residential care team, carers, TEACHaR team, schools, teachers, and broader care teams to improve the student's educational outcomes, ensuring your approach adheres with the TEACHaR model requirements.
- Assist carers, teachers, and school support staff to understand the implications, special education needs and learning difficulties of children and young people who have experienced trauma and reside in care.
- Provide appropriate provision of trauma informed educational support to schools and carers.
- Actively participate in supervision, team meetings and operational groups as required.
- Maintain regular and accurate recording of client data and information including case notes, assessment data, communication, and reports.
- Positively contribute to the team performance and objectives through strong teamwork, collaboration, and consultation.

General

- Ensure familiarity and compliance with all governance, policies and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops and conferences, as required.
- Ensure privacy and confidentiality is upheld at all times.
- Professionally represent AV and our services at forums, meetings and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and utilise new ways of working to enhance collaboration, effectiveness and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

Our Commitment to Health, Safety & Wellbeing

AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation

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- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

Our Commitment to Inclusion

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQ+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Our Commitment to Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct, and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Employment Screening and Required Certificates

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check,

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.