

# Aboriginal Early Years Education Worker

STATEMENT OF DUTIES

OCTOBER 2015

Number	Generic
Portfolio	Development and Support
Branch	Inclusion and Diversity
Section/Unit/School	Aboriginal Education Services
Supervisor	Manager Aboriginal Education
Award/Agreement	Tasmanian State Service Award
Classification	Band 3
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave to be taken during period of appointment.
Location	Statewide

## Primary Purpose

To engage parents/carers of Aboriginal children from birth to four years in the education of their children. The role will contribute to improved kindergarten enrolment and attendance by providing parents with knowledge and skills to enhance their support for children's learning and preparedness for school entry.

## Level of Responsibility/Direction and Supervision

The occupant is responsible for the provision of sound advice to parents/carers of Aboriginal students in relation to their children's active engagement in early learning experiences.

The day-to-day work of the Aboriginal Early Years Education Worker will be guided by the nominated supervisor. Professional support will also be provided through Aboriginal Education Services.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Support schools to implement Department for Education, Children and Young People strategies to close the gap in Aboriginal educational outcomes and develop early childhood programs that maximise the attendance and participation of Aboriginal children in kindergarten orientation and kindergarten programs.
2. Provide effective communication to the parents/carers of Aboriginal children on the importance for their children to participate in Early Years initiatives and school engagement.
3. Provide information to parents/carers on the critical role they play as the primary educators of their children.
4. Assist and support parents/carers in developing and implementing skills to help their children to be school ready.
5. Participate in a range of Aboriginal Education Services and Education Department activities to support culturally responsive practice in Early Years initiatives in Child and Family Centres and schools.
6. Liaise with other government departments and community agencies to assist in the development and implementation of culturally appropriate early childhood programs.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated ability to consult and negotiate effectively with, and actively engage, the Aboriginal community and parents/carers of Aboriginal children.
2. Well-developed understanding of the importance of early years education and the issues relevant to parents/carers of Aboriginal children.
3. Well-developed interpersonal, oral and written communication skills and proven personal skills of initiative, judgement, planning and organisation.
4. Proven interpersonal skills and the capacity to work effectively as a member of a team according to clear accountabilities.
5. Demonstrated ability to support the implementation of Early Years initiatives which are of benefit to Aboriginal children and their families.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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### **Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Aboriginality. The State Service Commissioner has determined that this position is an Aboriginal identified position and that it will be filled in accordance with Ministerial Direction No.10 Aboriginal and Torres Strait Islander Employment in the State Service

### **Desirable**

- A Current Drivers Licence

# Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** 964915 – Manager Vacancy and Staffing Services – October 2015

Request: 30145, 41335, 46674, 46678, 49448, 7007642, 7011428

Date Duties and Selection Criteria Last Reviewed: 10/15 VRH

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