



# Position Description Education Specialist

<b>Job family</b>	Specialist and Professional Services (SPS)
<b>Workforce capability framework level</b>	SPS 7 & 8
<b>Reporting to</b>	Samantha Hornery
<b>Directly supervising</b>	Nil
<b>Date prepared</b>	15 <sup>th</sup> June 2020

## Position Purpose

To ensure Learning Links' education services are delivered in a way that:

- provides high quality, evidence based educational services at our service centres, online (either in our service centres or from a suitable home office environment) and in schools throughout school terms and school holidays;
- contributes to breaking the cycle of disadvantage for children with learning difficulties; and
- is consistent with and supportive of strategic and operational plans, policies and procedures.

More specifically:

- Actively participate in regular professional development to support delivery of quality services;
- Conduct a variety of educational screening assessments to plan for and deliver evidence-based interventions;
- Provide great customer service and build positive customer relationships through effective communication;
- Achieve individual and team KPIs to support Learning Links' strategy for growth in providing more than one day of availability each week;
- Work as part of a multidisciplinary team of Psychologists, Speech Pathologists and Occupational Therapists; and
- Collaborate with and support school communities through demonstrations, consultation and professional learning where opportunities are provided.

### Document Control

Completed by: S.Hornery	Date: 15/6/20
Reviewed by: S.Montgomery	Date: 17/6/20

### Employee sign off and acceptance

I have read, understand, and accept the expectations of the Educational Specialist role.

Employee:	Signature:	Date:
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*The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.*

## Strategic core requirements

Key responsibility areas	Capability requirements	Key performance measures
<b>Sector and organisation purpose and values (Level 8)</b>	<ul style="list-style-type: none"> <li>Detailed understanding of the role, vision, mission and values of Learning Links and the services offered.</li> <li>Understands the strategic direction under which Learning Links operates.</li> <li>Working knowledge of Learning Links' infrastructure.</li> <li>Aligns with Education sector approaches and values.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of mission and strategic priorities of Learning Links.</li> <li>Behaves consistently in line with Learning Links' values, policy and procedure.</li> <li>Applies organisation, sector and industry knowledge to everyday work.</li> </ul>
<b>Leadership and teamwork (Level 7)</b>	<ul style="list-style-type: none"> <li>Supports other team members by sharing knowledge, expertise and information.</li> <li>Able to work with other teams, schools and/or service providers.</li> </ul>	<ul style="list-style-type: none"> <li>Engages in professional and team activities regularly of at least two professional development sessions per calendar year.</li> <li>Achieves individual KPI's, contributing to team performance.</li> </ul>
<b>Communication (Level 7)</b>	<ul style="list-style-type: none"> <li>Has effective listening skills and seeks, provides and shares information in an appropriate and respectful manner.</li> <li>Uses positive engaging techniques and adapts own communication style to needs of another person.</li> <li>Prepares and contributes to individual and team based reports and communications.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates productive working relationships with both internal and external customers.</li> <li>Conducts oral and written communications consistent with Learning Links' values and procedures, particularly in the development of learning plans for students.</li> </ul>
<b>Customer relationships (Level 8)</b>	<ul style="list-style-type: none"> <li>Uses professional competence to perform relevant professional work supporting customers with problem solving and decision making about their needs and expectations.</li> <li>Understands diversity and confidentiality requirements.</li> <li>Works with experienced staff on more sensitive or serious matters.</li> </ul>	<ul style="list-style-type: none"> <li>Applies Learning Links' policy and procedure correctly on customer matters.</li> <li>Applies problem solving and conflict resolution skills effectively.</li> <li>Seeks advice and support from Education Manager where appropriate.</li> </ul>

Key responsibility areas	Capability requirements	Key performance measures
<b>Personal accountability</b> (Level 8)	<ul style="list-style-type: none"> <li>Understands the relevant compliance legislation, quality standards, policies &amp; procedures relevant to the role, and where to find necessary information.</li> <li>Contributes to health, safety and wellbeing and to an effective workplace.</li> <li>Understands the need to appropriately use financial and other resources.</li> <li>Contributes to the implementation of Learning Links as a Child Safe Organisation through maintaining current awareness and/or training in order to be informed and support all children within legislative frameworks and best practice guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Complies with safe work practices for self and team members, including adopting a proactive approach to risks and hazard control and minimisation.</li> <li>Uses appropriate judgement in relation to allocation and use of resources. Fulfil individual responsibilities as a legislated mandatory reporter and lodge reports as required for children identified as being at Risk of Significant Harm, by completing all required training.</li> </ul>
<b>Innovation</b> (Level 7)	<ul style="list-style-type: none"> <li>Takes personal responsibility for continuous improvement and quality in own work.</li> </ul>	<ul style="list-style-type: none"> <li>Makes recommendations and assists in the development of new practices based on experience and contact with internal and external customers.</li> </ul>
<b>Experience and qualifications</b> (Level 8)	<ul style="list-style-type: none"> <li>A relevant tertiary qualification accepted for teaching roles in NSW schools.</li> <li>Undertakes regular professional development to build skills.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification achieved.</li> <li>Shows commitment to ongoing professional development.</li> </ul>

## Functional Requirements

Key responsibility areas	Capability requirements	Key performance measures
Service delivery (Level 8)	<ul style="list-style-type: none"> <li>Delivers services using a professional understanding of evidence-based interventions and wellbeing issues.</li> <li>Reflects on practice and performance and seeks guidance and advice as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Implements agreed practices and activities consistent with Education Program guidelines, consistent with individual and team KPIs.</li> <li>Appropriately escalates concerns to Education Manager, providing information on status and actions taken.</li> </ul>
Service outcomes, development and evaluation (Level 8)	<ul style="list-style-type: none"> <li>Undertakes assessments for individual children to contribute to evaluating the effectiveness of service delivery under the guidance of the Education Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Applies agreed outcome measures for children and families at Learning Links in RB A framework and seeks guidance from Education Manager when needed on professional and evaluation practices.</li> </ul>
Participation and inclusion (Level 8)	<ul style="list-style-type: none"> <li>Supports children and families with problem solving and decision making with clear communication regarding progress towards individual goals.</li> </ul>	<ul style="list-style-type: none"> <li>Responds to feedback from clients on satisfaction and participation in the establishment and achievement of individual goals.</li> </ul>
Community engagement and education (Level 8)	<ul style="list-style-type: none"> <li>Under guidance, implements local community knowledge sharing, training and coaching activities and plans.</li> </ul>	<ul style="list-style-type: none"> <li>Represents Learning Links professionally when interacting in the community.</li> </ul>
Reporting, documentation and administration (Level 8)	<ul style="list-style-type: none"> <li>Maintains session notes, plans and required documentation for individual children and schools.</li> </ul>	<ul style="list-style-type: none"> <li>Follows Learning Links' procedures in relation to files, data, client information and records using technology required by Learning Links.</li> </ul>