



Program Coordinator – Gumala Early Learning Initiative

Pilbara Education Regional Office

Position number	00040953
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	School Administrator (Level 3)
Reports to	Coordinator Regional Services
Direct reports	Nil

Context

Visit education.wa.edu.au to find out more information about the Department of Education.

The Gumala Aboriginal Corporation supports Gumala families and their children aged between 0 and 4 years, and other Indigenous families in the Pilbara Region. It provides funding to enable the delivery of an early learning program using the 3A (Abecedarian Approach Australia) approach. This position coordinates the program across centres in the Pilbara Region.

The initiatives objectives are to:

- implement a sustainable model of the Abecedarian Approach
- improve children's (0-4) oral language, social and emotional skills and wellbeing
- establish strong links between the community and the school, providing a seamless transition between home and mainstream education
- develop modified and culturally appropriate materials
- provide ongoing positive effects on children's educational achievements.

This role is based in Karratha.

Key responsibilities

- Provide educational leadership to schools and communities that builds capacity by implementing and promoting the 3A Program, and encouraging parents, school staff and volunteers from the community and others to share ownership of the 3A Program's vision and goals.

- Provide expert advice and support to school leaders and Gumala 3A staff in implementing and expanding 3A programs, plans, strategies and approaches for improving student outcomes, in conjunction with the *Aboriginal Cultural Standards Framework*.
- Ensure cultural, linguistic and familial values and beliefs are incorporated into the education program and develop culturally appropriate learning resources.
- Use effective communication strategies to support school leaders, communities and Gumala staff to accept and develop opportunities for improving student educational outcomes.
- Manage 3A Program operations, including:
 - ensuring 3A curriculum requirements are met and maintained at 3A centres, requiring regular travel to centres across the Pilbara
 - ensuring all centre staff receive appropriate training and mentoring
 - overseeing facilities management and supervision of staff at 3A centres
 - sourcing and maintaining accurate and complete records from all centres in relation to attendance, parent participation, progress of early learners, and feedback provided by parents
 - ensuring adequate staffing of all centres at all times, with particular emphasis on employment of Aboriginal people
 - ensuring the 3A Program meets funding requirements such as budgets, timeframe, resource allocation, scope and reporting schedule
 - providing reports and funding acquittals to the Gumala Aboriginal Corporation. .
- Develop, implement, monitor and review program implementation, associated policies, risk management strategies and develop appropriate strategies to support improvement plans.
- Liaise extensively with school staff, Gumala staff, other government agencies and community providers to negotiate open lines of communication and facilitate cooperation to achieve effective delivery of the 3A Program.
- Establish and maintain effective working relationships with internal and external stakeholders, particularly with Aboriginal families and communities.

Selection criteria

1. Demonstrated extensive knowledge and understanding of early years teaching and learning practices, particularly relating to Aboriginal students and their communities.
2. Demonstrated extensive skills and experience in developing, implementing and evaluating learning programs and strategies at a school, region or system level.
3. Demonstrated capacity to manage physical and financial resources.
4. Demonstrated ability to provide strategic leadership that builds capacity, deals effectively with change and generates innovative solutions related to achieving educational outcomes.
5. Demonstrated highly developed written, verbal and interpersonal communication skills with the ability to prepare reports and establish effective working relationships and partnerships with internal and external stakeholders to achieve planned outcomes.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check

- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment
- undertake travel throughout the Pilbara region.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 26 November 2020
Reference D20/0603233