



Program Consultant - KindiLink

Early Childhood Education

Position number	00039272
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager, Early Childhood Education (Level 8)
Direct reports	Nil

Context

The Early Childhood Education Branch, within the Department's Statewide Services Division, is responsible for developing and implementing systemic policy and strategic planning in early childhood education for Western Australian public schools.

The Branch has responsibility for implementing state and national early childhood education reforms, including a number of National Partnerships and Agreements, which are delivering significant changes to early childhood education in Western Australia. This includes policy leadership for the early years of schooling and extensive liaison across education sectors and government and non-government agencies.

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

Key responsibilities

- Plan, implement and evaluate designated elements of policies, procedures, programs, initiatives and strategies relating to early childhood development and learning and KindiLink.
- Provide advice and support to schools, regions, central services, other Branches within Statewide Services and the wider community on matters pertaining to KindiLink and early childhood development and learning.
- Liaise with external and internal stakeholders on the development, delivery and implementation of policies and initiatives.
- Develop effective partnerships and participate on committees and working parties relating to Branch matters.
- Contribute to developing and implementing strategies and procedures that support high-quality, evidence-based early childhood teaching, learning and development in public schools.

- Assist in the development and delivery of early childhood education professional learning.
- Prepare ministerial correspondence, reports, submissions and policy briefings on KindiLink and broader early childhood education matters.

Selection criteria

1. Demonstrated well developed knowledge and understanding of current policies and initiatives associated with early childhood education, including contemporary curriculum, pedagogy and assessment.
2. Demonstrated cultural responsive practices that focus on improving outcomes for Aboriginal children and their families.
3. Demonstrated highly developed written communication skills, including experience in the preparation of reports, briefings and general correspondence.
4. Demonstrated highly developed verbal and interpersonal skills, including the ability to liaise with senior officers and develop relationships with internal and external stakeholders to achieve required objectives.
5. Demonstrated knowledge, skills and practice in the development and presentation of professional learning for early childhood education matters.

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 or extensive equivalent experience
- 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.

Certification

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

ENDORSED

Date 2 July 2020
Reference D20/0321898