| Agency | Department of Education | Work unit | Student Wellbeing and Inclusion |
| --- | --- | --- | --- |
| Job title | Manager Autism Spectrum Disorder | Designation | Senior Teacher 2 |
| Job type | Full Time | Duration | Fixed to 16/04/2021 |
| Salary | $127,061 | Location | Darwin |
| Position number | 28191 | RTF | 205029 | Closing | 18/01/2021 |
| Contact | Grant Russell, Senior Manager Specialist Services on 08 8944 9341 or grant.russell@nt.gov.au  |
| About the agency  | <https://education.nt.gov.au/>  |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=205029>  |
| Information for applicantsApplications must be limited to a one-page summary sheet and detailed resume-. The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective:

Contribute to the development and implementation of innovative policies, strategies and services that are aligned with current trends related to children/students on the Autism Spectrum, enabling their participation in educational programs in a range of school and community settings, according to the Students with Disabilities Policy and the Framework for Inclusion.

# Context statement:

Student Wellbeing and Inclusion works collaboratively with other service providers from government and non-government agencies, schools, students and their families to strengthen a whole of system approach to assist students to develop into healthy, resilient young people who can maximise their learning opportunities and wellbeing. Student Wellbeing and Inclusion is part of Early Years and Education Services, which is focused on quality teaching and ensuring all children and students (from birth to Year 12) can learn to their potential. The Senior Education Advisor Autism Spectrum is part of a multi-disciplinary team of specialist advisory teachers and allied health professionals who work with other service providers from government and non-government agencies.

# Key duties and responsibilities:

1. Provide effective leadership and professional supervision for Inclusion advisory staff in the development, management, and monitoring of appropriate programs for clients, ensuring adequate records are maintained and Student Wellbeing and Inclusion service protocols and processes are implemented.
2. Provide advice on the allocated caseload across education advisors based in regions. Provide expert advice and advocacy at all levels of the Northern Territory education sector and system in relation to the needs of students on the Autism Spectrum in attaining educational outcomes.
3. Support compliance with National and Territory policies, standards and legislation in relation to students on the Autism Spectrum e.g. Disability Discrimination Act, NT Anti-Discrimination Act, Disability Standards in Education, DoE Students with Disabilities Policy.
4. Design, organise and evaluate specialist professional development programs for Autism Advisors, individuals, groups, families, school communities and other agencies in cross-cultural and multilingual contexts ensuring cost effectiveness and alignment with the wider educational agenda.
5. Develop and implement frameworks, protocols and procedures for Autism advisory support services and programs, participate in the development and implementation of wider agency policies that support services to schools in relation to inclusive practices, consultancy and professional advice in accordance with Northern Territory and National Policy and Legislation.

# Selection criteria:

## **Essential:**

1. Registered, or ability to register, with the Teacher Registration Board of the Northern Territory, with a recognised qualification relevant to Autism and/or extensive current knowledge in this field. Must hold a current NT driver’s licence and a current Working with Children Clearance Notice (Ochre Card).
2. Recent school or educational experience relevant to this position, with demonstrated knowledge, experience, skills and potential to provide a support service for young children; incorporating planning, teaching and evaluating educational programs and resources for children/students on the Autism Spectrum and provide professional learning opportunities for schools including Online Training
3. Proven ability to provide team leadership, build capacity of specialist staff and work collaboratively in multi-disciplinary education teams to establish and implement timely and innovative initiatives, establish positive working across the NT.
4. Proven ability to use data to inform decision-making, develop and manage projects and policy writing, including research, budget formation, collaborative development and implementation, data collection, monitoring and reporting, with effective use of information technology.
5. An ability to interact effectively with people from diverse cultures and backgrounds with a high-level negotiation and conflict resolution skills applicable to sensitive issues specific to the educational context of the Northern Territory.

## **Desirable:**

1. Extensive knowledge of current ASD research, legislation, policies and practices.
2. High-level negotiation and conflict resolution skills applicable to sensitive issues specific to the educational context of the Northern Territory.

**Approved: July 2020 Amanda Hubber, General Manager Student Wellbeing and Inclusion**