**JOB DESCRIPTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency** | Department of Education | | | **Work Unit** | Early Childhood Education and Care |
| **Job Title** | Early Childhood Quality Advisor | | | **Designation** | Senior Teacher 1 |
| **Job Type** | Full Time | | | **Duration** | Fixed from 31/01/2019 for 3 Years |
| **Salary** | $113,494 | | | **Location** | Katherine |
| **Position Number** | 26456 | **RTF** | 153009 | **Closing** | 15/11/2018 |
| **Contact** | Belinda Hoult, Assistant Director Programs on 08 8901 1370 or [belinda.hoult@nt.gov.au](mailto:belinda.hoult@nt.gov.au) | | | | |
| **Agency Information** | <http://www.education.nt.gov.au/> | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed**  **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) | | | | |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) | | | | |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=153009> | | | | |

**Primary Objective:**

Coordinate and provide pedagogical support for the implementation of curriculum and pedagogy in a range of early childhood education and care settings and build continuity of learning for children aged from birth to 8 years old as they move across early childhood settings and into the early years of school, information and support to embed quality practices in NT government preschools and early learning programs.

**Context Statement:**

Early Childhood Education and Care is responsible for strategically implementing a range of Australian and NT Government early childhood education and care initiatives, including administration of the National Quality Framework, to improve the quality and integration of early childhood services. It provides policy and program advice, professional development and support to government and non-government early childhood education and care services across the NT.

**Key Duties and Responsibilities:**

1. Coordinate differentiated support for the implementation of contemporary early childhood curriculum and pedagogy across a range of early childhood education programs and services.
2. Provide pedagogical leadership, curriculum and program advice and support including professional learning materials, programs and resources, and supervised practice, coaching, mentoring and modelling.
3. Provide onsite pedagogical support to teachers and educators in early childhood education and care settings to support their acquisition of professional knowledge and skills to deliver a quality early childhood program.
4. Establish and maintain close working relationships with schools and leadership networks within the community.
5. Coordinate specific programs and events as required; with a focus on early literacy and numeracy to support successful transitions of children and families to and from preschool.
6. Complete necessary administrative functions and reporting in accordance with government business systems, policies and processes.

**Selection Criteria**

**Essential:**

1. An early childhood degree qualification that meets National Quality Framework requirements and registration with, or the ability to obtain, registration with the Northern Territory Teacher Registration Board.
2. Successful experience in pedagogical leadership in early childhood education, including the delivery of high quality early childhood programs; professional learning; and knowledge and understanding of the Early Years Learning Framework. Australian Curriculum and National Quality Framework.
3. Experience in providing differentiated pedagogical support and identifying innovative and contextual solutions in response to changing and/or challenging circumstances.
4. Ability to identify, collate and report qualitative and quantitative data to help inform continuous improvement strategies and initiatives.
5. Highly developed interpersonal, negotiation and communication skills with a demonstrated ability to write clearly and concisely to engage multiple stakeholders.

**Further Information:**

The successful applicant will be required to hold a current Working with Children Clearance Notice (Ochre Card) and NT driver’s licence. This position is office based and requires travel to urban, rural and remote communities across the Top End region.

**Approved: September 2018 Tricia Wake, A/General Manager Early Childhood Education and Care**