

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Schools North, Mimik-ga Early Intervention Learning Hub
<b>Job Title</b>	Director		<b>Designation</b>	Senior Teacher 4
<b>Job Type</b>	Full Time		<b>Duration</b>	Ongoing 29/06/2019
<b>Salary</b>	\$132,177		<b>Location</b>	Darwin
<b>Position Number</b>	38602	<b>RTF</b>	165905	<b>Closing</b> 20/05/2019
<b>Contact</b>	Jen Coad, Principal Wanguri Primary School on 08 8927 1655			
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>			
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>			
<b>Information about Selected Applicant's Merit</b>	If you are selected and 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: <a href="#">click here</a>			
<b>Inclusion &amp; Diversity</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.			
<b>Special Measures</b>	Under an approved <b>Special Measures</b> recruitment plan, Aboriginal and Torres Strait Islander 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.			
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=165905">https://jobs.nt.gov.au/Home/JobDetails?rtfid=165905</a>			

**Primary Objective:** Lead and manage the delivery of educational services in the Early Intervention Learning Hub to promote the health and wellbeing of students with Autism and Special Needs and their families in line with Department of Education strategic objectives, policy and guidelines.

**Context Statement:** Mimik-ga Early Intervention Learning Hub provides early intervention services for students aged from birth to 12 years focusing on early childhood development and young children who have special needs. The hub delivers two Autism Spectrum Disorder Classes, a Families as First Teachers (FaFT) program, has a Positive Learning Centre and has specialists and consultants who work from the hub to support children and their families including the Vision Resource Centre, Hearing Team, Transition from School and the Teacher and Allied Health team. The Variety NT Starfish Swim Group also operates at the site.

### **Key Duties and Responsibilities:**

1. Build a culture of effective and efficient delivery of educational services at Early Intervention Learning Hub by maintaining the provision of progressive and effective leadership to ensure a cohesive team approach to planning, development and implementation of all education programs, student welfare and behaviour management strategies.
2. Work collaboratively with staff and adopt a hands on approach to ensure the streamlined operation of the EILH and the effective running of all programs.
3. Maximise the effective use of EILH resources including financial, personnel and asset resources and lead the recruitment, supervision and management of teaching staff and the provision of advice to staff and allied health professionals.
4. Establish and maintain effective collaborative partnerships with DoE and external stakeholders to ensure the effective and efficient delivery of quality educational services for children with special needs that are congruent with the expectations of local professional service providers and families.
5. Ensure the safety, welfare and security of students whilst in the care of the EILH and the occupational health and safety of staff.
6. Ensure the maintenance of effective reporting systems in all areas of responsibility and the upholding of all departmental policies, procedures and financial delegations.

### **Selection Criteria**

#### **Essential:**

1. Registration with the Teachers Registration Board of the Northern Territory. Current NT Working with Children Clearance.
2. Proven ability and experience in an educational leadership role to drive the successful implementation of responsive programs for children with special needs, including families from diverse cultural and socio-economic backgrounds.
3. Demonstrated high level interpersonal, written and oral communication skills and the ability to interact effectively with staff, students and families and the wider community including people from diverse cultures.
4. Demonstrated ability to collaborate and build effective partnerships with identified stakeholders including DoE, inter-government agencies, NGOs, allied health professionals and community representatives.
5. Demonstrated strategic thinking and analytical skills and the ability to design and influence future planning, structure and programs at Mimik-ga Early Intervention Learning Hub.
6. High level adaptability and flexibility including demonstrated ability to manage pressure and change in a rapidly evolving environment, and to modify approaches to suit diverse people and situations.

#### **Desirable:**

1. Relevant tertiary qualifications.

Approved: 29 April 2019

Jen Coad