



Position Description

Inclusion Support Facilitator

Supporting services in the following local government areas:

Boorowa, Palerang, Harden, Upper Lachlan, Queanbeyan, Yass Valley and Young

Inclusion Support Facilitators work directly with Early Childhood Education and Care (ECEC) services to provide practical advice and assistance in accessing resources that will support educators to build capacity and provide a quality environment inclusive for all children.

REPORTING RELATIONSHIP

The Inclusion Support Facilitator reports to Manager, Programs within the Policy & Programs portfolio.

ORGANISATION

Community-owned and not-for-profit, Big Fat Smile provides high quality education, care, recreation, arts and inclusion services for children and families.

Established in 1981, the company is a trusted partner of the community and government, and is the leading provider of children's services and programs in south-eastern New South Wales.

With 41 sites, a workforce headcount exceeding 500, and an annual operating budget nearing \$40 million, the Company plays a substantial role in local, state and national economies.

The Company's reputation for excellence is reflected in its market share, resourcing of high quality programs and services, market leading employee retention, and status as a preferred partner of government across Eastern Australia.

Creativity and quality are key brand foundations and are central to the Company's value proposition for families and the sector.

PROGRAM BACKGROUND:

The Inclusion and Professional Support Program (IPSP) is funded by the Australian Government. The objectives of the IPSP are to promote and maintain high quality, inclusive education and care, for all children in eligible ECEC services. This is achieved by increasing the knowledge and skills of educators, and the capacity of ECEC services, through providing professional development, advice and access to additional resources and support. Big Fat Smile is an Inclusion Support Agency (ISA) in two regions in NSW; Illawarra and NSW South East.

KEY ACCOUNTABILITIES

- To build the capacity of ECEC services to provide quality inclusive environments for children with additional needs that supports their wellbeing and development.
- To promote awareness of and responsiveness to the identified priority groups including:
 - Children with disability, including children with ongoing high support needs
 - Children from culturally and linguistically diverse backgrounds
 - Children from a refugee or humanitarian intervention background
 - Indigenous children
- To assist ECEC services to respond to the needs of children from the priority groups through the provision of high quality, inclusive environments

This will be facilitated by:

- Providing or sourcing information and support in response to inclusion needs.
- Supporting ECEC services to develop implement and sustain flexible, inclusive practices.
- Assisting services to link with relevant community groups, services and organisations
- Supporting services to work in partnership with families and support networks
- Supporting services to engage in ongoing reflective and improvement practices
- Assisting ECEC services to identify professional development needs and opportunities
- Demonstrate commitment to the Company's Vision and Values and to social justice through personal action and leadership.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Diploma in Children's Services/Community Services or equivalent
- Experience in the delivery of inclusion, community development or related programs
- Knowledge and understanding of children and families from the priority groups (as stated in the Key Accountabilities)
- Sound understanding of national frameworks and regulations in early education and care
- Reflective practice
- Strength based approaches
- Adult learning principles

PERSONAL ATTRIBUTES

- Effective written and verbal communicator
- Ability to work independently and demonstrate initiative
- Strong analytical skills to maximise opportunities to support inclusion
- Ability to work collaboratively, and to negotiate and problem solve approaches to support change
- Commitment to the Company's Vision and Values
- Current drivers licence and own vehicle. Approved travel costs will be reimbursed.
- A laptop and mobile phone will be provided.