

Directorate	ACT Education Directorate
Branch	Complex Behaviour Support and WHS
Position Title	Assistant Director Team Teach
Temporary/ Permanent	Temporary
Position Number	PN43102
Classification	SOGC
Immediate Supervisor	Director – Positive Behaviours for Learning

Branch Overview

The Complex Behaviour Support and Work Health and Safety (CBSWHS) Branch is responsible for:

- supporting ACT public schools to manage the risks associated with students who exhibit challenging and complex behaviours, targeted support for teachers, and students;
- supporting schools and families with student attendance concerns and compliance with the attendance requirements under the Education Act including issuing of compliance notices and exemptions;
- facilitation of professional learning for schools to build the capability of school-based staff to provide safe and effective learning environments;
- case coordination and management including interagency collaboration to support schools to meet the needs of students demonstrating challenging and complex behaviour;
- the monitoring and identification of incidents involving violence and abuse, identification of emerging risks and coordinating responses;
- leading legislation and policy implementation, advice and monitoring use and reporting of restrictive practices in schools;
- leading the implementation of the Positive Behaviour for Learning (PBL) framework in the ACT public schools and provision of universal training with a focus on high expectations, inclusion and wellbeing;
- leading the strategic direction for an integrated Work, Health and Safety (WHS), wellbeing and early intervention to support the safety and wellbeing of staff and ensuring that WHS, wellbeing and early intervention approaches are incorporated into all aspects of the Directorate's functioning including management of the Directorate's Employee Assistance Program; and
- development of policy and procedures to support the functions and services delivered by the branch.

This is a high-profile branch managing key risks of the business. These activities are done in consultation with stakeholders across the Directorate.

The Position

We are seeking a motivated and organised individual to manage the administration and coordination aspects of Team Teach. Team Teach is a professional learning package for education staff designed around reducing restrictive physical interventions, promoting listening and learning, recovery and repair. The position will work closely with schools and ESO based staff to ensure the smooth oversight and facilitation of Team Teach across the Directorate.

Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal, communication and administration skills.

DUTIES / RESPONSIBILITIES

1. Work closely with school and Education Support Office stakeholders to coordinate and administer all aspects of Team Teach
2. Develop, implement and maintain processes that contribute to achieving organisation and operational goals, including monitoring quality and timeliness of documents.
3. The timely development of correspondence, reports and other documents relating to the work of the Universal School Support team.
4. Liaise with internal and external stakeholders on a range of issues, some of which may be complex, sensitive and challenging.
5. Provide administration and governance support as requested to the Universal School Support team.
6. Work in accordance with, and uphold the ACT Government's Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety Systems

SELECTION CRITERIA

1. Highly developed interpersonal and written communication skills, including experience in the preparation and the facilitation of adult professional learning.
2. Highly developed work management and organisational skills including the ability to effectively manage workloads, to deliver high quality customer service and meet workplace objectives within tight timelines and across competing priorities.
3. Ability to work cooperatively in a team environment, to use initiative in applying business improvement practices and work through challenges to achieve outcomes
4. Engage and liaise with a range of internal and external stakeholders including ACT Government, Australian Government, school-based staff, external providers, and the general public.
5. Ability to consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Highly Desirable

1. Knowledge of and/or experience with Team Teach.
2. Knowledge of behaviour supports.