

# Education Specialist Position Description



<b>Position title</b>	Education Specialist
<b>Department</b>	Education
<b>Reporting manager</b>	Education Team Leader
<b>Direct reports</b>	n/a
<b>Date prepared</b>	5 February 2024

## Position Summary

The Education Specialist provides education services/tutoring to children at Learning Links service centres, online, or in schools throughout school terms and school holidays.

They are responsible for delivering high-quality content, assessing the needs of learners, and collaborating with educators and administrators to enhance the learning experience of children and adolescents. They serve as an expert in educational methodologies, through participation in regular ongoing professional learning and work to drive continuous improvement in educational outcomes for children and adolescents.

## Responsibilities and Duties

- Conduct a variety of educational screening assessments to plan for and deliver evidence-informed support.
- Actively participate in regular professional development to support delivery of quality evidence-informed support.
- Provide great customer service and build positive customer relationships through effective communication in all settings.
- Achieve individual and team KPIs to support Learning Links' strategy for growth in providing more than one day of availability each week.
- Work as part of a multidisciplinary team of Psychologists, Speech Pathologists and Occupational Therapists.
- Collaborate with and support school communities through demonstrations, consultation, and professional learning where opportunities are provided.

### Support Office

Suite 3, Level 1, 140 Bourke Rd  
Alexandria NSW 2015  
Ph: 1300 003 900

[learninglinks.org.au](http://learninglinks.org.au)

ABN 71 097 577 636

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## Key Performance Indicators

- Maintain staff availability of at least 80% for student sessions by ensuring a cancellation rate of no more than two sessions per term.
- Start sessions on time by providing feedback in the final 5 minutes of each session.
- Prepare and evaluate learning plans for students twice a year, within timeframes supplied by Education Team Leader.
- Attendance at least two professional learning experiences each calendar year.
- Complete required Salesforce records (i.e., attendance, risk records, RBA entries) within timeframes supplied by Education Team Leader.

## Relationships

- Clients and their families
- Schools (where undertaking work in school settings)
- Other departments internally – Customer Care, Marketing, Fundraising, Finance, People and Culture, IT and Quality Risk and Compliance.

## Qualifications, Skills and Experience

- Relevant tertiary qualifications for teaching (primary, high school and/or special education)
- Current Working with Children Check.
- Proficient Teacher NESA Accreditation (or equivalent)
- Current NDIS Worker Screening Check.
- Experience teaching both literacy (reading, spelling, writing) and mathematics (addition, subtraction, multiplication, and division) across the age ranges.
- Proficient computer skills and access to a laptop computer with internet for home office-based work.
- Commitment to working in partnership with families and other professionals.
- A commitment to and experience with the science of learning, reading and mathematics.

**We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands, waterways and skies across Australia. We thank Aboriginal and Torres Strait Islander peoples for sharing and caring for the land on which we live, work, learn and play. We pay our respects to Elders past, present and future**

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## Physical Requirements

- Physical ability and range of motion including ability to be sitting, standing, walking, squatting, kneeling, bending, twisting, gripping, and climbing stairs.
- Must be able to safely lift and carry up to 10kg of weight (where school sessions are being provided).
- Must be able to undertake regular travel as required from time to time in the role (where school sessions are being provided).

## Learning Links Vision, Mission and Values

### Our vision

To create a community where difficulties learning are no longer a barrier to a fulfilling life.

### Our mission

To provide children and young people who have difficulties learning with the skills, services and family support that will enable them to realise their potential.

### Our values

- Empowerment: we are resourceful, accountable, and proactive, using our initiative to achieve positive change and outcomes.
- Collaboration: we value teamwork and the strength that comes from diversity and from joining forces to make a difference.
- Excellence: we are professional, competent, and driven, striving always to be the best we can be, in everything we do.
- Integrity: we are always reliable and dependable, guided by our moral compass.

## Document Control

Completed by: Executive Manager, Learning and Education

Date: 5 February 2024

Reviewed by: Chief Operations Officer

Date: 22 February 2024

Version: 2.0

## Employee sign off and acceptance

Note: completed digitally in e-Recruitment system

I have read, understand, and accept the expectations of this position description.

*The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.*

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