

Position Description

Position Title	Early Childhood Educational Leader
Physical Location	Murray Bridge
Geographical Responsibilities	Local region
Classification Code	Children's Services Employee Level 4 of the <i>Children's Services Award 2010</i>
Created	November 2018

POSITION SPECIFICATION

Purpose of the position

The Educational Leader is accountable to the Assistant Director/Director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.

- There is a commitment to the need for each child to be given individual attention and comfort
- Staff are supported in the provision of quality child care, that meets the needs of individual and groups of children and supports their learning in accordance with the Early Years Learning Framework
- The philosophy, policies and procedures of the service are upheld, and implemented
- The children and families of the child care community are liaised with, and encouraged to contribute to the quality and success of the service
- General supervision is provided to allocated employees within the service

Reporting/Work Relationships

Reports to: Assistant Director/Director, Childcare Services

Special Conditions

- Out of hours work including travel involving overnight absences will be required
- Satisfactory Child Related Employment Screening must be maintained in accordance with ac.care policy
- Child Safe Environment Certificate must be maintained in accordance with ac.care policy

- Minimum current SA 'Class C' (or interstate equivalent) driver's license is essential and the employee must be willing to drive in the course of their duties.
- Provide Emergency Care in an Education and Care setting certificate

Key Responsibilities

1 Contribute to the provision of a high quality service by ensuring that:

- Quality care is provided to meet the individual and group needs of young children in a respectful, supportive, equitable and inclusive manner
- A vibrant, interesting, varied and appropriate children's program is developed and implemented to meet the ongoing needs of the children
- The philosophy, policies and procedures of the Service are upheld, implemented and, contributed to through the Assistant Director/Director, to meet relevant requirements
- The children and families of the children's centre community are encouraged to contribute to the quality and success of the service
- General supervision and leadership is provided for all employees within the service
- In the temporary absence of the Assistant Director/Director, licensing and all statutory and quality assurance issues are managed and complied with.
- With the Assistant Director/Director, or in the temporary absence of the Director, you take responsibility for the welfare of children and staff in emergency situations.
- Reasonable protection of the health, safety, security and well-being of all children and staff within the service
- Adherence to relevant policies, procedures and statutory requirements
- Respect for and inclusion of diversity in its many forms
- Respect for and maintenance of confidentiality, including via electronic media / social networking
- An employee at this level will be supervising other employees and working with individual and groups of children

Delivery of quality care and children's programs

- Implement the Early Years Learning Framework for individual children and groups in consultation with the Assistant Director / Director,
- Record observations of children for the purposes of program planning to support children's learning
- Develop, implement and evaluate daily care routines
- Plan and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds.
- Maintain and support a safe environment for staff and children
- Contribute to and support QA principles

2 Leadership

As delegated by the Assistant Director/Director;

- Coordinate, supervise and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
- Demonstrate and share knowledge of child development and effective approaches to facilitating children's care and education programs
- Attainment and continuity of Quality Assurance accreditation
- Work with other staff in observing, supporting and extending children's participation in the program
- Lead discussion on reflective practice and continuous improvement
- Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program
- Be a professional role model for high quality education and care for young children
- Build the capacity of all staff by support and mentoring others to take on leadership roles in areas of expertise or of potential interest
- Provide leadership to other staff, volunteers and students on placement
- Manage training of employees / volunteers / students as required
- Foster the development of staff awareness of accountability, legal liability and duty of care to children
- Supervise and encourage employees, volunteers and students to develop strong team work skills and create a supportive team environment
- Attend to immediate needs in an emergency situation and contact relevant authorities
- Support a culture of continuous learning in the workplace (including own workplace learning)
- Responsible for the day-to-day management of the centre or service in the temporary absence of the Assistant Director/Director and for management and compliance with licensing and all statutory and quality assurance issues
- Actively contribute to the development of strong team work skills and the creation of a supportive team environment
- Actively support accountability, legal compliance and duty of care to children
- Ensure policies and procedures are adhered to
- Provide effective and fair leadership to staff under employee's supervision
- Maintain accurate records as required
- Participate in staff development and professional learning opportunities as required
- Responsible to the Assistant Director/Director for the supervision of students on placement

3 Communication with families

- Provision of written and verbal information about relevant aspects of service delivery for families and how they can become involved, as delegated by the Assistant Director/Director
- Liaise with families and support family contribution

4 Financial management and administration

- Participate in appropriate financial checks and balance systems, as delegated by the Assistant Director/Director
- Undertake responsibilities relating to accounts, bookings, billing, financial returns, monthly income and expenditure statements and annual audit statements, as delegated by the Assistant Director/Director
- Ensure appropriate and timely completion of work time records and information for correct payment of wages
- Comply with the appropriate reporting procedures and requirements
- Contribute to discussion about collaborative administration processes as required

5 General administration functions

- Contribute, through the Assistant Director/Director, to the development of the centre or service's policies.
- Contribute to the management of employee records, including financial, workplace compliance, training and development and personal data
- Contribute to the safe and secure storage and maintenance of materials, resources, and, equipment
- Develop / supervise rosters to meet child : staff ratio requirements as delegated by the Assistant Director/Director
- Participate in relevant risk management strategies as delegated by the Director
- Coordinate service operations including Occupational Health and Safety, program planning, staff training
- Provide governance support if working with a committee

6 Other duties as directed.

PERSON SPECIFICATION

Selection criteria - essential

- Diploma in Children's Services
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- Emerging leadership skills
 - Well developed program and curriculum planning and evaluation skills, with a sound knowledge of the Early Years Learning Framework
 - Highly developed observation and reporting skills
 - Effective interpersonal and supervisory skills
 - Effective verbal and written communication skills
 - Effective administration, business, marketing and financial management skills, with the assistance of the Director

- Effective operational and human resource management skills, with the assistance of the Director
- Effective time management skills
- Good keyboard, computer and software package skills
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to assist families in a sensitive supportive and professional manner
- Ability to develop and implement positive behaviour management procedures
- Ability to cope effectively in an emergency or stressful situation
- Ability to work with individual children with particular needs
- Good knowledge of relevant state and federal government legal compliance requirements relating to child care
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of responsibilities under Child Safe Environments compliance
- Good knowledge of child health and safety including safe environments, nutritional requirements, infectious diseases and infection control
- Family dynamics and strategies which support new carers and their families in their role.
- Evaluation and assessment techniques.

Highly regarded

- Volunteer management principles.
- Sound knowledge of Quality Assurance
- Good knowledge of adult learning principles
- Knowledge of the responsibilities of the employer and employee under the Occupational Health & Safety Legislation
- Knowledge / experience working with diverse communities – especially with Aboriginal people

Employee Signature _____

Employee Name _____ Date _____

Employer Signature _____ Date _____

Employer Name _____