

# Position Description



<b>Title</b>	Team Leader
<b>Business Unit</b>	Early Learning
<b>Location</b>	St Luke's Highton Kindergarten   172 Barrabool Rd Belmont
<b>Employment type</b>	Permanent Part time (10 hours per fortnight)
<b>Reports to</b>	Early Learning Coordinator

## 1. About Uniting

Uniting Victoria and Tasmania is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the West, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

The Team Leader will be responsible for ensuring all children and families attending the service are provided with a safe, stimulating and supportive environment. The position will include supervision and assistance to other Early Years educators within the service to ensure practices and processes are consistent with regulatory compliance.

Team Leaders are responsible for ensuring that all requirements of the Education and Care Services National Law and Acts, National Quality frameworks, and policies and procedures of Uniting are met.

The Team Leader is responsible for centre budgets and administration, staffing and rosters, occupational health and safety of staff and centre maintenance. This is a contact position with shifts on the floor and allocated non-contact time for office work and planning.

The Team Leader will monitor the day to day operation of the centre and provide feedback to management to make informed decisions regarding the operation of the program.

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## Position description

### Team Leader



The position may be required to assist in service delivery at peak times or as required at any Uniting service and is flexible with working hours according to service delivery requirements.

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### 3. Scope

**Budget:** *NIL*

**People:** Responsible for educators and students that work within the service

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### 4. Relationships

**Internal:**

- Early Learning Educators
- Early Learning Coordinator

**External**

- Department of Education
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### 5. Key responsibility areas

**Service delivery**

- Implement the Early Years Learning Framework by reinforcing the daily practices of the service to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning.
- Provide by positive example practice leadership and a professional approach to all Early Learning educators within the service.
- Effective communication with parents and other stakeholders in the community.
- Support Early Learning Educators to meet duties and responsibilities and provide regular feedback through the agency supervision and appraisal systems.
- Promote the service and encourage enrolments within the community.
- Assist in the implementation of daily care routines and provide a healthy, safe and welcoming environment.
- Acknowledge and accept the responsibility of being the Nominated Supervisor/ Responsible Person of the service and undertake any duties required of a certified supervisor as defined in the Education and Care Services National Law 2010 and Regulations 2011 and the Children's Services Act 2006 and Regulations 2009.
- To have a well-developed understanding of the National and Victorian frameworks and the ability to implement these into educational curriculum and programming as per the Education and Care Services National Law 2010 and Regulations 2011 and the Children's Services Act 2006 and Regulations 2009.
- Manage bookings in conjunction with the South West, Early Learning Coordinator taking into account the express needs of families.
- Take relevant credit card payments and process
- Responsible for budget of Centre ensuring it is working within budget restraints.
- Ensure that records are maintained accurately for each child enrolled in the service, collect and record payment of fees where required and assist with debt collection.

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# Position description

## Team Leader



- Contribute to the strategic and operational planning including long term planning to improve services and outcomes.
- Support desirable change initiatives aligning to Uniting's corporate direction.
- Model and promote Uniting's values.

### Quality and risk

- Apply knowledge in establishing procedures where there are no defined established practices.
- Identify and adapt best practice benchmarking indicators to the delivery of services.
- Foster and promote a continuous learning environment that responds to the needs of services.
- Identify and assist in the solution to any communication and workflow problems observed, by suggesting improvements and enhancements to existing systems and processes, in accordance with Uniting procedures.
- Carry out all responsibilities assigned to staff in relation to the Agency's Quality; Risk Management; Compliance; and OH&S frameworks; policies; and procedures.
- Identify and participate in personal development that ensures the continuing high delivery of services.
- Actively participate in regular supervision and annual performance plan reviews.
- Assist with the development and implementation of Uniting policies and procedures and continue to evaluate to direct high level service delivery.
- Manage work practices to ensure reasonable care is taken for own health and safety and the health and safety of others.
- Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures.
- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend mandatory, core and other safety related training including induction.

### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.

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## Position description

### Team Leader



- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behavior.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## 6. Person specification

### Qualifications

- Post-secondary qualifications in Early Childhood Education (three year minimum) as approved by the Australian Children's Education and Care Quality Authority.
- Diploma of Early Childhood Education and Care may be considered.

### Experience

- Sound discipline knowledge, including the underlying principles of Early Years, gained through experience, education and / or training.
- Knowledge of the statutory requirements related to Early Years.
- Demonstrated ability to plan, work and manage time effectively without direct supervision
- Managing teams and working with key stakeholders.

### Key selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated skills in staff supervision.
- Proven reporting, time management and administrative skills.
- Demonstrated commitment to professional development, employee orientation and training.
- Excellent communication skills and interpersonal skills, demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
- Competent computer skills.

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## 7. We are a child safe organisation

Uniting is a child safe organization and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organization, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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**8. Acknowledgement**

**I have read, understood and accepted the above Position Description**

	<b>Employee</b>	<b>Manager</b>
Name:		
Signature:		
Date:		