

Position Description

Title	Educational Leader
Business unit	Early Learning
Location	As per employment agreement
Employment type	As per employment agreement
Reports to	Coordinator

About Uniting

Uniting Vic.Tas 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

The educational leader has an influential role in inspiring, motivating, affirming and also challenging and extending the practice and pedagogy of educators. It is a joint endeavour involving inquiry and critical reflection, which can significantly impact on the important work educators do with children and families.

The educational leader role is part of Quality Area 7 - Leadership and Service Management in the National Quality Standard (NQS). Standard 7.1 in the NQS requires that effective leadership promotes a positive organisational culture and builds a professional learning community. Further to this, element 7.1.4 requires that provision is made to ensure a suitably qualified and experienced educator or coordinator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.

2. Scope

Budget: nil

People: nil

Position Description

Educational Leader

3. Relationships

Internal

- General Manager, Early Learning
- Senior Managers
- Practice Manager
- Program and Projects Delivery Manager
- Early Learning Coordinator/s
- Educational Leader and Educators
- Uniting Support Services as required

External

- Children
- Families and caregivers
- Australian Children's Education and Care Quality Authority (ACECQA)
- Department of Education and Training, Department of Health and Human Services
- Local Government Authorities and peak bodies
- Other Community Service Organisations as required

4. Key responsibility areas

General Responsibilities

- Provide educational mentoring to assist educators with planning and programming at Early Learning Services
- Share a high-level teaching knowledge and skills to assist educators to achieve the services goals
- Use coaching and mentoring methods to develop reflective practices in educators and encourage the use of new learning strategies
- Identify areas of improvement and support the educators in the area of planning
- Contribute to the development and wellbeing of all persons at the service and be responsive to the needs of the community
- Lead and be part of reflective discussions about practice and implementing the learning framework
- Mentor other educators by leading quality practice
- Observe routines and how to make them more effective learning experiences
- Observe children and educator interactions, and making suggestions on how to improve interactions and intentional teaching
- Provide regular information about the educational program, as well as the learning and development of individual children to families on a regular basis across a variety of means of communication
- Work collaboratively with other early childhood professionals
- Link the program to the community by working with other community services and groups
- Establish systems across the service to ensure there is continuity of learning and care when children change room or attend other services, and then in their transition to school
- Develop tools to document children's learning and how these assessments can be analyzed to inform curriculum decision making.
- Provide pedagogical leadership to the team to support the provision of a contemporary, quality and diverse educational program based on an approved curriculum framework.
- Ensure that children's agency, and influence are promoted, so that the programs meet the interests and abilities and cultural back grounds of each child.
- Support educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in their daily work
- Any other duties specified by the Nominated Supervisor including professional development
- All team members are expected to attend training and maintain requirements and qualifications.

Position Description

Educational Leader

- Team members will be offered professional development opportunities throughout the year and are encouraged to attend.
- Support all early childhood teachers and educators to actively encourage collaborative partnerships with families as part of the educational program and practice of the service

Quality and Risk

- 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 and its users.
- 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.
- Identify and participate in personal development that ensures the continuing high delivery of services.

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Effectively unite a team of early childhood teachers and educators to work towards a consistent approach to curriculum
- Lead thinking and discussion relating to the inclusion of all children within the program, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with a disability and other children experiencing social disadvantage, such as children in out-of-home care and children living in poverty
- Explore, design and provide feedback on strategies and tools to assist early childhood teachers and educators to gather and analyse information about children's learning
- Promote reflection on methods of documenting the educational program which ensures a consistent approach and supports the ongoing cycle of review including planning, documenting and evaluation
- Regularly review the pedagogy that reflects the context of the service and evaluate the effectiveness of the learning opportunities this provides for each child within the program
- Guide and question teaching practices at the service and challenge the relationship between practice and theory
- Recognise and respect the contribution of colleagues and proactively support the growth of the team within the service
- Provide leadership while working as a member of a cooperative team and be willing to coach and mentor other early childhood teachers and educators involved in the educational program to contribute to positive learning outcomes for each child
- Hold or attend and contribute to staff meetings to facilitate effective communication, professional development and critical reflection of educational program and practice across the service
- Assist with the orientation of new staff and provide information on the established goals in relation to the educational program and practice at the service
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- 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.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.

Position Description

Educational Leader

- 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization

5. Person specification

Qualifications

- Minimum Diploma in Children's Services (or equivalent as approved by Australian Children's Education and Care Quality Authority)
- Written acceptance of role of Educational Leader under the Education and Care Services National Law Act 2010, and Education and Care Services National Regulations 2011.
- Current First Aid, CPR, Anaphylaxis, and Asthma certificates

Experience

- Have a sound knowledge and understanding of contemporary early childhood learning and development theories and learning styles
- Have a strong understanding of contemporary curriculum approaches, specifically a thorough knowledge of the approved curriculum frameworks
- Ability to research and disseminate information to others in a manner that is easily understood.
- Have a sound knowledge of legislation governing the operation of children's services, as well as a solid understanding of the quality areas under the National Quality Standard
- Have a thorough understanding of the Early Childhood Australia (ECA) Code of Ethics, Victorian Institute of Teaching (VIT) Code of Conduct and the service's Code of Conduct and be able to support other staff in their understanding of these Codes
- Ability to coach and mentor early childhood teachers and educators in the development of a robust educational program
- Ability to facilitate professional discussions and lead and support critical reflection in all aspects of program delivery across the service in consultation with relevant stakeholders
- The ability to plan, work and manage time effectively with minimal supervision
- Ability to challenge and support early childhood teachers and educators to improve their approach to teaching children
- Well-developed leadership and self-motivation skills Ability to identify and utilise people's strengths and build relationships Core selection criteria
- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Communication:** Strong and clear communication skills with the ability to build positive professional relationships with families, educators and other professionals; excellent interpersonal skills; high level written and verbal communication skills

Position Description Educational Leader

- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Quality Assurance:** ability to support the development and implementation of a developmentally appropriate educational program for children; committed to continuing individual learning and development and improvement of inter-professional practice; ability to operate in an inclusive and supportive learning environment
- **Problem Solving:** demonstrates creativity and innovation; can be flexible and resilient and quickly adapt to the work environment; be aware of , and working with, the different strengths of each child; have developed skills in engaging children and families in a number of ways
- **Leadership** – Strong leadership skills and knowledge; ability to lead program planning and ensure the achievement of goals; ability to build strong, high functioning teams and align teams with the organisational values and goals, particularly those related to consumer-centricity; role modelling expected behaviour; strong ability to establish credibility with staff and inspire a shared vision

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

7. Acknowledgement

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

Employee

Name:

Signature:

Date: