

# Position Description

<b>Title</b>	Assistant Coordinator
<b>Business Unit</b>	Early Learning
<b>Location</b>	23-25 Ryan Street, Reservoir
<b>Employment type</b>	Full Time, Maximum Term
<b>Reports to</b>	Nominated Supervisor

## 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

- Adhere to, lead, and monitor the requirements of the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guidelines, the National Quality Standards Framework, Child Safe Standards and organizational policies and procedures.
- To assume the tasks and responsibilities associated with the Co-Ordinator role in their absence.
- Influence, inspire, motivate, affirm, challenge, and enrich the curriculum and pedagogy implemented by the teachers and educators.
- To work collaboratively as part of a large passionate professional team, involving expertise, inquiry and critical reflection to ensure the provision of quality Early Childhood programs at Rupert Street Uniting Early Learning
- To provide an environment which reflects a safe, inclusive, responsive, and supportive program where the interests and needs of the child are the foundation for the creation of the educational programs.
- Demonstrate a commitment to participating in ongoing reflective practice and continuous improvement.
- Provide effective leadership promoting a positive organizational culture and builds a professional learning community.

## Position Description

### Assistant Coordinator

---

## 2. Scope

**Budget:** nil

**People:**

- Educators, Cook, Students and Volunteers
  - Reports directly to the Co-Ordinator – Rupert Street Uniting Early Learning Service
- 

## 3. Relationships

### Internal

- Co-ordinator
- Early Childhood Teacher/s
- Other Educators
- Early Learning Management team

### External

- Children
  - Families
  - Other early childhood professional
- 

## 4. Key responsibility areas

### Quality Educational Programs

- Provide pedagogical coaching and mentoring to support teachers and educators with all aspects of program planning, implementation, and assessment in accordance with approved learning frameworks and the service philosophy
- Model and foster respectful relationships with children that reflect the principles of high expectations and inclusion
- Enact leadership in pedagogy and curriculum provision that responds in meaningful ways to local community contexts, family aspirations and traditions
- Promote reflection on methods of documenting the program which supports a consistent approach within an ongoing cycle of review (planning, implementing, documenting assessment and evaluation)
- Plan, implement, and modify a quality and diverse educational program based on an approved curriculum framework.
- In developing the educational program promote children's agency, choice and influence so that the program meets the interests, abilities and cultural backgrounds of each child.
- Foster a culture of and implement reflective practice within the teaching team as a key strategy for continuous improvement in quality in all aspects of education and care provision
- Actively engage with every child to participate in the program.
- Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- Support teachers and educators in building collaborative partnerships with families.

### Relationships and Collaboration

- Work cooperatively, ethically and respectfully with educators and other Uniting staff (including the Management team) to deliver high quality services for children and families.
- As appropriate delegate tasks to and monitor performance of educators, students and volunteers.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Consult with families regarding their child's learning and development.
- Ensure effective induction and orientation processes for new families, children and educators, including workplace students and volunteers.

## Position Description

### Assistant Coordinator

- Contribute to the establishment and maintenance of links with local networks and community, resource agencies, local foundation programs/schools and other relevant organisations.

#### Administration and Management

- Monitor and support the practice of all educators to ensure they are in accordance with the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guidelines, the National Quality Framework and reflect the philosophy, policies, and procedures of the service
- Attend and actively participate in staff, educator and network meetings and professional development opportunities as appropriate or as directed by the Co-Ordinator.
- Assist the Co-Ordinator in matters relating to, pedagogical leadership, management support, and service administration.
- In consultation with the Co-Ordinator, drive the ongoing continuous improvement of the service through reflective practice.
- Ensure accurate records are documented and maintained to meet legislative requirements.
- Support the Co-Ordinator in all matters relating to service operation and development and review and service administration as required.
- Stay informed about current trends in educational practice within the sector.
- Actively participate in employee performance review process
- Assist in planning and monitoring Return to Work Plans for injured employees.
- In the absence of the Co-Ordinator assume the tasks and responsibilities linked to the Co-Ordinator role, ensuring all aspects of the service are managed and maintained.

#### 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.

#### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### 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.
- 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

## Position Description

### Assistant Coordinator

- 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 organisation

**Responsible Person:** All Early childhood educators are required to agree to act as a responsible person as per the Education and Care Services National Regulations. Responsible persons are placed in charge of the day to day operational management of the service if the approved provider or nominated supervisor is not present and you are nominated as the responsible person.

In the absence of the Nominated Supervisor assume all roles and responsibilities of the management and operation of the service.

---

## 5. Person specification

### Qualifications

- Diploma of Early Childhood Education (or equivalent as approved by Australian Children's Education and Care Quality Authority – ACECQA)
- Current working with children checks valid for paid employment
- First aid training as prescribed in the Education and Care Services National Regulations, including first aid, anaphylaxis management and emergency asthma management.

### Experience

- Extensive experience in a childcare and/or other early childhood service providing high quality care and education services for children.
- Demonstrated prior experience in a leadership role in an early childhood education and care setting.
- Have a sound knowledge and understanding of contemporary early childhood theories and evidence
- Have a strong understanding of contemporary curriculum approaches, specifically a thorough knowledge of the approved learning frameworks and relevant research.
- 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.
- Ability to coach and mentor early childhood teachers and educators.
- Ability to lead and facilitate professional discussions and critical reflection on all aspects of program implementation.
- The ability to plan, work and manage time effectively with minimal supervision.

### 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.
- In depth knowledge of the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guidelines, the National Quality Framework, and the Child Safe Standards and how these relate to the operation of an Early Learning Service.
- Demonstrated ability to support and lead a dynamic team in the provision of high-quality educational programs.

## Position Description Assistant Coordinator

- Demonstrated ability to develop and implement a high-quality educational program that reflects the diverse nature of the service, local and wider community, based on an approved learning framework and the service philosophy.
- Demonstrated ability to promote and advocate for the rights of children and families.
- Demonstrated ability to relate to and communicate effectively with a range of diverse stakeholders including all educators, families, and early childhood and other professionals.
- Demonstrated ability to participate in and contribute to a productive, dynamic and cooperative team culture.
- Well-developed organizational skills and ability to prioritize tasks and meet required timeframes working both under direction and with a high degree of autonomy.

---

### 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: