

Position Description



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| Title | Educational Leader |
| Business Unit | Early Learning |
| Location | Ballarat |
| Employment type | Part-time (0.8 FTE) Maximum term position until 31 Dec 2021 (days and hours negotiable) |
| Reports to | Early Learning Coordinator – South West |

1. 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 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 position will inspire, lead and mentor early learning staff in line with;
 - Victorian Early Years Learning and Development Framework (VELYDF)
 - National Quality Framework (NQF)
 - Current research and innovation practice
- Promote an understanding of approved learning frameworks.
- Provide educational mentoring to assist educators with curriculum development at Early Learning Services.
- Use coaching and mentoring methods to develop reflective practices with 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.
- Support educators to understand and implement policies and procedures which align with pedagogical practice.

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Position description

Educational Leader



The Educational Leader will be based in Ballarat and will be required to travel across the City of Ballarat, Moorabool Shire, City of Greater Geelong and City of Melbourne local government areas.

3. Scope

Budget: Nil

People: Early Learning Educators

4. Relationships

Internal:

- Executive Officer of Early Learning, Area Manager, Practice Manager Quality and Compliance, Program and Projects Delivery Manager, Early Learning Coordinator/s, Rural Educational Leader and Educators

External

- 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
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5. Key responsibility areas

Service delivery

- Mentor educators to:
- Strengthen and maintain strong respectful relationships with children.
- Strengthen and maintain strong relationships with families and coaching of staff in working in a collaborative, supportive and engaging way with families.
- Support children to be active participants in their learning.
- Undertake responsibility for a mentoring program including planning, coordination, implementation and delivery.
- Use coaching methods to develop reflective practice in others and encourage the use of new learning strategies.
- Conduct supportive observations and action plan as required.
- Identify areas of good practice and develop and share resources with staff and by attending team meetings.
- Establish outcomes to achieve mentoring goals and deliver these through planning, implementation and evaluation, ensuring standards are adhered to.
- Play an active role in the teaching, learning and assessment quality assurance process as appropriate and when required.
- Work directly with educators and support a culture of openness and ambition.
- Model a positive culture in all interactions with staff, colleagues, clients and all external stakeholders.
- Adhere to established work practices and exercise initiative and judgement where these are not clearly defined.

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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.
- Assist with the development and implementation of Uniting policies and procedures and continue to evaluate to direct high level service delivery.
- Ensure accurate, timely and effective communication and reporting processes are followed to meet statutory, Organisational and funding body requirements.

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.
- 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.
- Cultivate proactive team spirit by supporting regular and systematic meetings and joint planning exercises.
- Support the Early Learning Coordinator and Practice Manager to implement best practice performance management and support strategies for employees that enable clearly defined goals and develop opportunities.

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).

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- 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.

6. Performance indicators

- These are optional for the time being, but will be mandatory as a performance management and development framework (and process) evolves.

7. Person specification

Qualifications

- Early Childhood Teacher qualification as per the National Quality Framework, Education and Care Services National Law Act 2010 and the Victorian Children Services Act 1996
- Current National Police record check
- Current Driver License
- Victorian Institute of Teaching (VIT) registration
- Victorian Working with Children Check
- Preferable current First Aid HLTDAID 004
- Preferable current CPR HLTDAID 001

Experience

- A sound knowledge of the National Quality Framework and National Quality Standards.
- A sound knowledge of the approved learning frameworks.
- A sound discipline knowledge including the underlying principles of early years gained through experience, education and / or training.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Understanding of the implementation of current quality assurance processes.
- Demonstrated ability to involve parents in the development and implementation of the program.
- Ability to plan, work and, manage time effectively without direct supervision.
- Excellent interpersonal skills and an ability to communicate effectively with families, educators and other professionals.
- Well-developed leadership and self-motivation skills.
- Be team oriented.
- Operate in a professional manner at all times.
- Proven ability to develop, document and implement a developmentally appropriate educational program for kindergarten aged children.
- Be inclusive, collaborative and supportive.
- Demonstrate creativity and be innovative, flexible and resilient.

8. 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

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to a satisfactory national police check and Working With Children Check (in Victoria) **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.

9. Acknowledgement

I have read, understood and accepted the above Position Description

| | Employee | Manager |
|------------|-----------------|----------------|
| Name: | | |
| Signature: | | |
| Date: | | |