

# Position Description



<b>Title</b>	Educational Leader/ Early Childhood Teacher
<b>Business Unit</b>	Early Learning
<b>Location</b>	9 Roberts Avenue, Horsham
<b>Employment type</b>	Permanent Part-time, 11.00am-3.00pm, 5 days per week
<b>Reports to</b>	Centre Director

## 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 early childhood teacher is responsible for:

- Implementing a high quality and developmentally appropriate educational program to achieve outcomes in the service.
- The development and wellbeing of each child within the group in consultation with their parents.
- Providing educational mentoring to assist teaching staff with planning and programming.
- Sharing a high-level teaching knowledge and skills to assist teaching staff to achieve the services goals.
- Using coaching and mentoring methods to develop reflective practices in educators and encourage the use of new learning strategies.
- Identifying areas of improvement and support the educators in the area of planning.
- Contributing to the development and wellbeing of all persons at the service and be responsive to the needs of the community.
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This role will also incorporate the role of Educational Leader for the service.

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### 3. Scope

Budget: Nil

- **People:** Educators
  - Children and families
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### 4. Relationships

**Internal:**

- Early Learning Coordinators
- Centre Director
- Educational Leader
- Educators
- Children and families

**External**

- Children, families and members of the community
  - National Regulatory Authority: 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**

- Plan, prepare and implement an appropriate program to meet the developmental, educational and health and safety needs of all children.
- Maintain a program which recognises and provides for the changing needs of children and their families in this community.
- Ensure the program operates in a clean and safe environment and children are adequately supervised at all times.
- Liaise and collaborate with relevant professionals in the Early Years field to ensure that the needs of the children are met effectively.
- Prepare and implement appropriate orientation and transition programs.
- Contribute to the service philosophy and ensure this is an integral part of the program.
- Record observations of the development of each child and discuss with parents and educators when relevant as well as regularly supporting and giving guidance to parents about the education of their children.
- Recognise the needs of each individual child and respond with an appropriately planned program while liaising with relevant professional services and parents to support children who may have additional needs.
- Provide parents with an understanding of the children's program and discuss with them their children's development on an ongoing basis.
- Communicate openly and clearly with parents verbally and through written publications such as regular newsletters.
- Maintain the confidentiality of children and parents.
- Ensure that each family is treated with respect, that individual attitudes and beliefs are respected and that all family members are welcomed into the kindergarten.
- Provide leadership to the educators while taking part as a member of a co-operative team to provide an appropriate program.
- Undertake responsibility for the 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.

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- 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.

### 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.
- 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.
- Ensure accurate, timely and effective communication and reporting processes are followed to meet statutory, organisational and funding body requirements.
- Ensure that the service operates in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations and in accordance with Uniting's policies.
- Complete required paperwork to a satisfactory standard (eg. planning formats) and provide regular reports to appropriate stakeholders.
- Maintain appropriate, accurate and confidential records relating to the development of children attending the service.

### 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.
- Actively manage the safe working practices in the team and as far as you are able, protect your own and others health and safety.
- Cultivate proactive team spirit by supporting regular and systematic meetings and joint planning exercises.
- Support the Early Learning Coordinator to implement best practice performance management and support strategies for employees that enable clearly defined goals and develop opportunities.
- Ensure compliance with established policies and procedures and that these policies and procedures continue to align with legislative and statutory requirements.
- Model a positive culture in all interactions with staff, colleagues, clients and all external stakeholders.

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- Work directly with room leaders and teachers to support a culture of openness and ambition.
- Provide expert advice to employees.
- Develop, promote and involve teaching staff in creative initiatives to share good practice.
- Ensure educators actively participate in the observations of children’s behaviour and planning of the program and experiences for children.
- Direct, supervise and assist educators, volunteers and parents in all aspects of the services housekeeping, maintenance and policies and in ensuring that all activities are relevant and valuable learning experience for the children.
- Promote the service within the community so that its aims and objectives are understood.
- Conduct monthly supervision and completion of annual appraisals
- Participate in monthly staff meetings and attend team leader meetings regularly
- Take responsibility for supervision and report writing for students undertaking placements

### 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
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

## 6. Person specification

### Qualifications

- Early Childhood Teacher qualification as per the Education and Care Services National Regulations and the Children Services Regulations of Victoria
- Current VIT registration card
- Current National Police record check.
- Current Driver License
- Victorian Working with Children Check
- Preferable current First Aid HLTDAID 004
- Preferable current CPR HLTDAID 001

### Experience

- 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.

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- 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.

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### 7. 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 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

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>