

# Position Description

<b>Title</b>	Nominated Supervisor & Early Childhood Teacher
<b>Business Unit</b>	Early Learning
<b>Location</b>	15 Yuille Street, Melton
<b>Employment type</b>	Part Time (47 hours per fortnight), Maximum Term (until January 2023)
<b>Reports to</b>	Early Learning 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

- To ensure the service is compliant with 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 organisational policies and procedures.
- To provide leadership to a small passionate professional team ensuring the
  - Provision of quality Early Childhood programs at Melton Uniting Kindergarten.
  - undertaking of ongoing reflective practice and continuous improvement
  - development of a positive professional team and organisational culture
- To ensure the provision of 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.
- To ensure partnerships are developed with families and in the community; profiling and marketing the service.

### 2. Scope

#### Budget:

- To monitor and report against annual service budget

#### People:

- Early Childhood Teacher/s, all Educators, students and volunteers
- Reports directly to the Uniting Early Learning Coordinator

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#### 3. Relationships

##### Internal

- Early Learning Coordinator
- Early Learning Management Team
- Parent Partnership Group
- Other service leaders and educators
- Other Uniting volunteers and staff

##### External

- Children
  - Families
  - Department of Education and Training
  - Local Council Officers
  - Other Early Childhood professionals
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#### 4. Key responsibility areas

##### Quality

##### Educational Programs

- Provide pedagogical leadership to the team to ensure the provision of a contemporary, quality and diverse educational program based on an approved curriculum framework.
- Ensure that children's agency, choice and influence are promoted, so that the programs meet the interests and abilities of each child.
- Ensure educators document and analyse children's learning in line with an approved curriculum framework.
- Ensure the active engagement with every child to participate in the programs.
- Ensure that educators utilise a variety of teaching strategies including intentional teaching and reflective practice in their daily work.

##### Health and Safety of Children

- Immediately address any concerns regarding the health, safety or wellbeing of a child.
- Ensure the provision of a safe and stimulating physical environment where all children are protected from harm or hazards.
- Ensure that children's health, wellbeing and physical needs are met.
- Ensure that all team members demonstrate effective health and hygiene practices that meet all legislative and policy and procedural requirements and that children are supported to do the same.
- Ensure that all children have access to nutritious food and fresh drinking water that meets the Childrens specific dietary and allergy requirements inclusive of culture and family's choices.

##### Relationships and Collaboration

- Lead educators in a cooperative, ethical and respectful manner to ensure delivery of high-quality services for children and families.
- Regularly monitor the performance of educators, students and volunteers providing feedback, guidance and support.
- Facilitate the development of educators' skills and knowledge and address and manage any performance issues immediately if they arise.
- Delegate tasks within the team as appropriate.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families and support and guide team members to ensure they do the same.
- Work cooperatively, ethically and respectfully with educators and other Uniting staff (including the Management team) to deliver high quality services for children and families.

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- As appropriate delegate tasks to and monitor performance of educators, students and volunteers within the kindergarten program.
- 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.
- Collaborate with the broader Uniting team (including the Management team) to contribute to the achievement of organisational objectives.
- Establish and maintain links and participation in local networks and community, resource agencies, local foundation programs/schools and other relevant organisations, taking opportunities to raise the profile of and market 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.

#### Legal requirements and 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.

#### Administration and Management

- Ensure all practices are in accordance with the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guide, the National Quality Framework and reflect the philosophy and policies and procedures of the service
- Lead regular staff meetings using these as an opportunity to reflect on practice, provide pedagogical leadership and ensure the Quality Improvement Plan is regularly reviewed and updated.
- Form and support parent advisory committee meetings (PAC) using these as an opportunity to provide program updates, share and receive feedback in relation to quality improvement. Collaborate with the PAC to identify fundraising/grant opportunities.
- Drive the ongoing continuous improvement of the service through reflective practice; ensuring documentation of this in the Quality Improvement Plan.
- Ensure accurate records are documented and maintained to meet legislative requirements.
- Ensure the maintenance of day-to-day operations and administration of the service and review and update procedures as required.
- Stay informed about current trends in educational practice within the sector.
- Actively participate in employee performance review process and lead this process for direct reports.

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- Plan and monitor return to Work Plans for injured employees.

#### 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.
- 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.

**Responsible Person:** The Coordinator will be required to agree to be the Nominated Supervisor for the service and will be required to demonstrate capacity of this obligation.

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.

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## 5. Person specification

### Qualifications

- Bachelor Degree of Early Childhood Teaching (or equivalent as approved by Australian Children's Education and Care Quality Authority – ACECQA) - Essential
- 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 Kindergarten and/or other early childhood service providing high quality care and education services for children.
- Extensive experience in a leadership role in a Kindergarten and/or other early childhood setting.
- A sound knowledge and understanding of early childhood learning and development.
- Intermediate level of competency in use of Microsoft Office Suite and internet.
- Intermediate level of competency in use of KIM (desired).

### 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.

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- Extensive knowledge of the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guidelines, National Quality Framework and the Child Safe Standards and how these relate to the operation of an Early Childhood Service.
- Demonstrated ability to lead and guide the team to provide a high-quality educational program that reflects the diverse nature of the service and community and is based on an approved learning framework and the service philosophy.
- Demonstrated ability to lead a dynamic team and develop a productive and cooperative culture.
- Demonstrated ability to promote and advocate for the rights of children and families and ensure they are provided opportunities to participate in decision making regarding matters that affect them.
- Demonstrated ability to relate to and communicate effectively with a range of diverse stakeholders including all educators, families, and early childhood and other professionals.
- Excellent organisational, planning and prioritising skills and the ability to work with a high degree of autonomy.
- Current VIT registration

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### 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.**

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### 7. Acknowledgement

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

#### Employee

Name:

Signature:

Date: