

# Position Description

<b>Title</b>	Service Leader/Early Childhood Teacher
<b>Business unit</b>	Early Learning
<b>Location</b>	25 Murray Road, Dandenong North
<b>Employment type</b>	Part time   Ongoing
<b>Reports to</b>	Program Manager, Early Learning

## 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

As the Service Leader / Early Childhood Teacher, you will lead, guide and support a team which provides high quality early childhood education and care to children.  
This includes;

- Developing strong relationships with children at the service
- Developing strong relationships that support and partner with families, and the community
- Complying with the Uniting Early Learning policies and procedures
- Leading staff through continuous improvement to excellence in the service’s operations.

Through the relevant framework, this position focuses on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.

Through delivery and role modelling of practice within your own program, you will lead the broader service team in delivering the highest quality programs for children and their families.

### 2. Scope

**Budget:** nil

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#### People:

Teachers, Educators and Support Staff at Location  
Students and Volunteers as required

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### 3. Relationships

#### Internal

- Early Learning Program Manager
- Early Learning Area Manager
- Uniting support services as required

#### External

- Children
- Families and caregivers
- Other early childhood professionals
- Department of Education and Training
- Other community service organisations as required

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### 4. Key responsibility areas

#### Educational Program and Practice

- Work in accordance with the requirements of the *Education and Care Services National Law Act 2010*, *Education and Care Services National Regulations 2011*, and the *National Quality Standard for Early Education and Care*
- Implement the service's philosophy in undertaking all other duties
- Facilitate the implementation of contemporary, research-based practices at the service
- Provide ongoing support and assistance to other staff in all areas of service operation
- Provide ongoing support and assistance to the Approved Provider or Approved Provider Delegate
- Implement the service statement of philosophy that guides the pedagogy and teaching decisions
- Develop, in consultation with parents, educators and educational leader, an educational program that is culturally respectful, inclusive of all abilities and appropriate to the individual developmental needs and interests of the children. The program will be based on an approved curriculum framework, reflect the service's philosophy and policies, the needs of the community, and be culturally appropriate
- Ensure curriculum decision making contributes to children's learning and assist them to enhance their connection with community, wellbeing, confidence as learners and effective as communicators
- Develop and implement daily routines and use these as learning opportunities
- Implement a play-based learning environment responsive to children's interest, strengths, and abilities
- Plan and implement programs which reflect cultural backgrounds and the emerging skills and interests of children
- Document children's learning in a variety of ways that makes their learning visible
- Maintain ongoing records of the children's development and assessments against learning outcomes
- Critically reflect on and evaluate children's learning, using this as a primary source of future planning
- Display the educational program, updated every fortnight at a minimum
- Develop, record and maintain specific objectives for individual children based on regular written observations across all aspects of the child's development and share this information with parents as appropriate
- Link specific objectives for individual children into the program plan
- Complete Transition Statements in accordance with funding requirements
- Provide a safe, healthy, and welcoming environment and ensure that children are supervised at

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all times

- Discuss with relevant service staff, such as other educators working with the Early Childhood teacher, the educational program, needs of families and children attending the service so that they can carry out their duties effectively

### Children's Health and Safety

- Support each child's health needs
- Ensure that children are always safe and adequately supervised
- Ensure potential risks are reported to the Program Manager
- Protect and uphold the rights and dignity of children attending the service
- Ensure that the environment is safe, supportive, stimulating and educational for children
- Respond appropriately and consistently to cultural background, children's additional needs and requirements (e.g. developmental, diet/allergies).
- Ensure a high standard of hygiene is maintained in compliance with Uniting and the service's policies and procedures
- Administer First Aid and medication in compliance with the service's policies and procedures
- Keep accurate and detailed records of injury/accident/trauma and medication
- Be familiar with all the service's health and safety policies
- Support children's safety, wellbeing and comfort in sleep, rest, and relaxation
- Adhere to the service's Child Protection Policy:
  - Inform the Program Manager of any allegations or convictions of a child protection nature, of which you become aware, against any other employees,
  - Act as a mandated reporter which requires reporting to the appropriate authority where there are reasonable grounds to suspect that a child is at risk of significant harm

### Physical Environment

- Develop an environment for children which fosters curiosity, exploration, and problem solving
- Maintain respect for indoor and outdoor learning environments
- Maintain supplies and equipment levels for the room or service in accordance with the service's policies
- Assist and work alongside with children, in maintaining the aesthetics of the environment
- Maintain a clean and safe work environment
- Conduct scheduled workplace inspections and risk assessments (e.g. opening or closing checklist, resources and equipment cleaning checklist, safe building checks)
- Ensure environmental sustainability practices are embedded in all program areas
- Support children to become environmentally responsible
- Assume an equal share of cleaning duties

### Staffing Arrangements

- Always maintain educator-to-child ratios and qualifications
- Support a healthy team environment
- Demonstrate the Early Childhood Australia Code of Ethics in all interactions and relationships
- Maintain professional and ethical standards when dealing with families, educators, students, volunteers and children
- Participate in ongoing professional development and training programs
- Attend team meetings, contributing through observations of children and the sharing of ideas to improve on the continuous quality improvement of the service
- Develop ethical channels of communication, based on mutual respect, equity, and fairness
- Fulfil requirements and documentation as the responsible person on duty
- Act as mentor and role model for other educators and students
- Lead, guide, and support staff to implement the program
- Provide leadership while working as a member of a cooperative team and encourage educators who are involved in the program to contribute to the planning and implementation of the educational program
- Assist with the induction of new staff

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#### Relationships with Children

- Ensure each child has a sense of belonging, being and becoming
- Always maintain respectful, equitable and genuine relationships with each child
- Respect each child as competent, capable learners and engage them in meaningful interactions through shared decision making
- Support each child to manage their behaviour and encourage this with positive behaviour guidance strategies
- Role model positive interactions and behaviour guidance strategies
- Respect each child's similarities, differences, cultures, and diversities
- Maintain the rights and dignity of each child
- Respond to the emotional, social and well-being needs of each child
- Provide physical care, assisting children in toileting, dressing and mealtimes
- Form positive, trusting, comforting and nurturing relationships with children
- Maintain up-to-date records of your group's children

#### Collaborative Partnerships with Families and Communities

- Develop positive and respectful relationships with families
- Support families and respect child rearing practices and beliefs, contributing to an effective partnership
- Positively engage in the orientation, enrolment and transition processes
- Share information with families relating to their child and the daily activities of the service
- Create a safe, supportive, and informative environment for families
- Act as a resource person for families
- Adhere to the service's Privacy and Confidentiality Policy on children, families, and educators
- Encourage families to contribute to the service
- Advocate for high quality services for children in our community
- Assist families to access inclusion support and assistance
- Welcome, support and assist students on placement and volunteers engaged with the service and perform the supervisor requirement when required
- Provide regular information about the program, the operation of the service and child development for parents in the form of newsletters, posters and notices
- Communicate with parents on their child's development and progress at the service
- Ensure that new families are appropriately enrolled and orientated at the service

#### Leadership and Service Management

- Complete the Nominated Supervisor Consent Form and uphold the responsibilities of this designation as listed by the National Law and National Regulations
- 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 Commonwealth childcare subsidy guidelines the National Quality Framework and reflect the philosophy and policies and procedures of the service, ensuring the service maintains compliance.
- Assess and approve employee timesheets in a timely manner ensuring deadlines are met
- Lead ongoing continuous improvement of the service through reflective practice; ensuring documentation of this in the Quality Improvement Plan
- Attend and actively participate in educator and network meetings and professional development opportunities as appropriate or as directed by the Early Learning Program Manager
- Ensure the maintenance of day to day operations and administration of the service and review and update procedures as required
- Ensure accurate records are documented and maintained to meet legislative requirements inclusive of the Child care Subsidy reporting guidelines
- Actively participate in employee performance review process and lead this process for direct reports
- Plan, coordinate and delegate work tasks on a day to day basis as required
- Support and monitor Return to Work Plans for injured employees

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- Support the establishment of a parent partnership group (PPG) using these as an opportunity to provide program updates ,share and receive feedback in relation to quality improvement and collaborate with the PPG to identify fundraising/grant opportunities (as applicable)
- Assist with administrative duties as requested
- Advocate for children and their families
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Positively promote and market the service to families and the community
- Maintain current knowledge of developments in early childhood education and care, and engage in appropriate professional development opportunities
- Share information about early education and care with other staff
- Work in a cooperative manner with Uniting Early Learning leadership, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service

### 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.
- 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

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## 5. Person specification

### Qualifications

- Early Childhood Teaching Degree (or equivalent as approved by Australian Children's Education and Care Quality Authority)
- Be registered as an Early Childhood Teacher with the Victorian Institute of Teaching, and continue to renew/maintain the registration during the course of employment
- Current First Aid, CPR, Anaphylaxis and Asthma Certificates\*

### Experience

- Have a sound understanding and knowledge of early childhood development and education
- Have a sound understanding and knowledge of legislation, regulations and standards, including Child Safe Standards governing the operation of children's services
- Ability to develop, document and implement a high quality, developmentally appropriate education

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- program for kindergarten children in consultation with relevant stakeholders
- The ability to plan, work and manage time effectively with minimal supervision
- Excellent interpersonal skills and an ability to communicate effectively with children, parents, other staff and professionals
- Ability to work in a cooperative, flexible and professional manner with children, parents and staff
- Well-developed leadership and self-motivation skills
- Ability to ensure confidentiality of information

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Child safety:** 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
- **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:

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