

Position Description

Title	Service Coordinator
Business Unit	Early Learning
Location	Uniting Early Learning South
Employment type	Full Time
Reports to	Area Manager Early Learning Tasmania

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 Centre Service Coordinator, you are expected to lead a team which provides high quality early childhood education and care to children. The primary purpose of the role is:

- To ensure the service is compliant with the requirements of the Education and Care Services National Law Act and Regulations, 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 an Early Learning Services
 - undertaking 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 individual children are the foundation for the creation of the educational programs.
- To ensure partnerships are developed with families and community profiling and marketing the service.

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2. Scope

Budget:

To effectively participate in budget oversight and manage day to day operational budget.

People:

Supervisory responsibility and leadership for staffing arrangements, Early Childhood Teacher/s, Studio Leaders. Educators, Admin Assistant/s, Cook/s, Support Staff, Students and Volunteers. Contribute to senior management meetings as required.

3. Relationships

Internal

- Area Manager
- Other Early Learning Leaders
- Studio Leaders
- Educators
- Early Learning Management team
- Other Uniting staff

External

- Children
 - Families
 - Department of Education and Care Unit personnel
 - Department of Education and Training personnel
 - Local Council officers
 - Other Early Childhood Professionals
 - Community stakeholders
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4. Key responsibility areas

Quality Educational Programs

Under the National Law and Regulations, services are required to base their educational program on an approved learning framework. Through the relevant framework, this position focuses on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.

The frameworks include:

- Belong, Being, and Becoming: The Early Years Learning Framework for Australia (EYLF) -This the nationally approved learning framework under the National Quality Framework (NQF) for young children from birth to 5 years of age.
- My Time Our Place (MTOP) for school age care in Australia - This the nationally approved learning under the NQF for school age children.

Service delivery

- Implement a service statement of Philosophy that guides the pedagogy and teaching decisions
- Plan, implement, and modify a quality and diverse educational program based on the approved curriculum framework
- In developing the educational program promote children's agency, choice and influence so that the program meets the interest and abilities of each child.
- Document and analyse children's learning in line with an approved curriculum framework

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- Actively engage every child to participate in the program.
- Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- Ensure each child's individual needs are met
- Work effectively to build respectful relations with parents and ensuring their care requirements are met

Administration

- 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 area of serious risk to the next level supervisor and work together to mitigate those risk.
- Ensure all practices are in accordance with the Education and Care Services National Law Act and Regulations, 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.
- Drive the ongoing continuous improvement of the service through reflective practice; ensuring documentation of this is recorded the Quality Improvement Plan.
- 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 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 process for direct reports
- Plan and monitor return to work plans for injured employees

Quality and risk

- Immediately address any concerns regarding the health, safety or wellbeing of a child.
- Provide 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.
- 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 which meets the children's specific dietary and allergy requirements inclusive of culture and family choices.

People and teams

- Lead educators in a cooperative, ethical and respectful manner to ensure delivery of high-quality services of 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 task 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

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- 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 wellbeing 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 promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care of your own health and safety and health and safety of others (to the extent required)
- Promote a positive 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

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
- Oversight of Work Health and Safety representative for the service.
- Foster a culture where risks are identified and appropriately manage to mitigate the risk

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.

5. Performance indicators

- Achieves positive results in customer management, stakeholder management, people management, teamwork, professionalism
 - Consistent high performance in leadership
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6. Person specification

Qualifications

Essential qualification

- An approved qualification in Early Education and Care or Equivalent Qualification approved by Australian Children's Education and Care Quality Authority – (ACECQA)
- First Aid, Asthma, Anaphylaxis and CPR trained as prescribed in the *Education and Care Services National Regulations*,

Desirable qualification

- Bachelor of Education in Early Childhood or
- Advance Diploma in Early Childhood

Compulsory screening

- Current working with Vulnerable People Check valid for paid employment
- Current National Police Check
- Teacher's current registration certificate (if applicable)

Experience

- Extensive experience at least 5 years in Education and Care and/or other early childhood service providing high quality care and education services for children.
- Extensive experience in a leadership role in an Education and Care Service and/or other early childhood setting.
- Intermediate level of competency in use of Microsoft Office Suite and internet.
- Intermediate level of competency in use of XAP (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
- Extensive knowledge of the Education and Care Services National Law Act and Regulations, 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 and effective roster management
- 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, early childhood professionals and community
- Excellent organisational, planning and prioritising skills and the ability to work with a high degree of autonomy and service functions
- Out of hours work and some travel may be required

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 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.

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This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

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

Employee

Name:

Signature:

Date: