

POSITION DESCRIPTION

Position Title:	Early Childhood Educator Group Leader
Reporting to:	Child Care Centre Manager
Status:	Permanent, Full Time
Salary:	Level 4 (without Diploma, actively studying towards Diploma) Level 5 (with Diploma)
Award Conditions:	WARC Enterprise Agreement 2024
Location:	Jabiru

POSITION STATEMENT

The Early Childhood Educator Group Leader is responsible for the development and implementation of educational programs in line with the Early Years Learning Framework and ensuring compliance with the National Quality Standard.

ACCOUNTABILITIES & RESPONSIBILITIES

Operational Team Management	<ul style="list-style-type: none"> This position will ensure a stimulating, safe and happy learning environment for children in Jabiru. Lead room educators to plan, implement and evaluate a quality care and educational program that meets the individual learning and development needs of all children. Supervise, support and guide room educators, students and volunteers, as required. Ensure the inclusion of all children, taking into account children's varying abilities, social economic backgrounds and diversity of families. In co-operation with other centre staff, maintain a clean, attractive and welcoming centre. Maintain positive contact with parents keeping them informed about the program and their child(ren)'s participation in it, including encouraging children and parents to participate in and contribute to the program. Maintain excellent public relations on all occasions and ensure that persons are being dealt with in a polite and courteous manner. Attend and actively participate in staff meetings, parent meetings and professional development, as required. Assist centre management to identify and address issues that affect the efficient operation of the centre and assist in implementing strategies to resolve any operational problems that may arise.
Teamwork	<ul style="list-style-type: none"> Oversee the performance of your team and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job.



	<ul style="list-style-type: none"> Promote a team approach to problem solving and encourage innovative practice. Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
Policies and Procedures	<ul style="list-style-type: none"> Monitor, direct and ensure all services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets and funding guidelines and best practices. Comply with all relevant legislation and regulations.
Work Health and Safety	<ul style="list-style-type: none"> Within your area of responsibility, ensure compliance with relevant regulations, legislation and safe work practices. Comply work health and safety legislation and Council's work health and safety policies and procedures. Contribute to organisational continuous quality improvement and internal reporting to the Child Care Centre Manager. Take reasonable care to protect the health and safety of staff and others. Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. Other duties, consistent with skills and experience, as directed by the Child Care Centre Manager.
SELECTION CRITERIA	
Essential	<ol style="list-style-type: none"> A National Framework Quality recognised early childhood Diploma or equivalent or must be actively working towards it. Working knowledge and understanding of the developmental needs of children aged birth to 5 years old, including children with additional needs. Proven experience and ability in the education and care of children aged birth to 5 years old. ACECQA-approved First Aid, emergency asthma management, and anaphylaxis management training. Working knowledge of relevant curriculum frameworks and ability to develop and implement a quality education program appropriate for the centre and community. Knowledge and understanding of the Early Childhood Australia Code of Ethics and how this relates to the centre. Knowledge of child protection laws and procedures in the Northern Territory.



	<ol style="list-style-type: none"> 8. Ability to communicate effectively with educators, children and families. 9. Ability to direct the work of other educators, volunteers and students. 10. Experience in safe food handling (or willingness to obtain); 11. Good written and oral communication skills. 12. Ability to maintain confidentiality, professionalism and discretion at all times. 13. Ability to respond quickly and effectively to emergency and safety issues in the Centre. 14. Good understanding of Work Health and Safety in the workplace. 15. Current Northern Territory Driver's Licence. 16. National Criminal History Check clearance. 17. Current Working with Children/Ochre Card.
Desirable	<ol style="list-style-type: none"> 1. An ability to communicate sensitively and effectively with Indigenous people. 2. Knowledge of the local community. 3. Experience and or qualification in administration or business.

YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to Child Care Centre Manager

Internal

- Child Care Senior Officer
- Child Care Officer
- Child Care Assistant
- Child Care Support Officer
- Wellbeing Coordinator
- Council Services Manager
- People & Learning Team
- All Staff

External

- Parents & Children
- Government representatives
- Community Members
- Service providers



Approved by **CEO**:

P Firdley

Date:

1/12/2020

