

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title			
Location	Jabiru	Department	Operations
Position Level	Level 6 – Diploma Level and working towards qualification Level 7 – Qualified ECT	Work Group	Child Care
Position Type	Permanent / Full time	Approval Date	1 February 2024
Coverage	Local Government Industry Award	Approved By	A/CEO

Position Objective

The Early Childhood Educational Leader is a contact role, role modelling and supporting the leadership team at Jabiru Child Care Centre; with the curriculum programming and mentoring staff to ensure the overall operations and compliance is adhered to in alignment with the National Quality Standards and Early Years Learning Framework.

Key Duties and Responsibilities

1. Ensure that programs are in line with the Early Years Learning Framework and all learning spaces have cohesive procedures and practice as well as being compliant with the National Quality Standard.
2. Delegated the role of educational leader, and group leader for pre-school children
3. Assist in providing leadership, support and direction to staff by:
 - a. ensuring resources are used effectively and efficiently;
 - b. assisting staff to develop goals and training plans;
 - c. holding regular staff meetings and Quality Self-Assessment meetings; and
 - d. mentoring and training staff in child development and early childhood education, as required.
4. Revise, develop, maintain and implement policies and procedures to ensure that operations meet licensing and compliance requirements
5. Assist the Child Care Centre Manager to identify and address issues that affect the efficient operation of the centre and implement strategies to resolve any operational problems that may arise
6. With the co-operation of staff, maintain an attractive, welcoming centre.
7. 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. -
8. Supervise, support and guide room educators, students and volunteers, as required -
9. Maintain positive contact with parents and excellent public relations to ensure all stakeholders are being dealt with in a polite and courteous manner.
10. With regard to work health and safety in the workplace:
 - e. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - f. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Child Care Centre Manager which are within the employee's skills, competence and training.

Essential Criteria

1. A National Quality Framework (NQF) recognised Bachelor of Early childhood Education or equivalent or must be actively working towards a qualification and a minimum 3 years' experience working in early childhood services.
2. Working knowledge of relevant curriculum frameworks and ability to develop and implement a quality educational program appropriate for the centre and community

Essential Criteria

3. Good knowledge and understanding of Early Childhood Australia Code of Ethics government regulations and quality requirements and their application to the centre.
4. Working knowledge and understanding of early childhood learning and development.
5. Demonstrated ability to communicate effectively with educators, children and families from a variety of backgrounds.
6. Ability to supervise staff and direct the work of other educators, volunteers and students.
7. Ability to work unsupervised, manage, plan and organise one's own work.
8. Good written and oral communication skills and computer literacy.
9. Ability to maintain confidentiality, professionalism and discretion at all times.
10. Ability to respond quickly and effectively to emergency and safety issues in the centre.
11. Strong understanding and appreciation of Indigenous culture, living and working in remote communities.
12. Qualifications / licences:
 - a. Working with Children Check (Ochre Card)
 - b. A current Australian Children's Education & Care Quality Authority (ACECQA) approved First Aid Certificate
 - c. Anaphylaxis and Asthma Emergency training
 - d. Training in food safety, food handling and hygiene.

Desirable Criteria

1. Current C Class Drivers licence, at a minimum.

Organisational Relationships & Further Information

Reports to	Child Care Centre Manager	Supervises	Group Leaders
Internal liaising	Child Care Centre Staff Council staff Council Services Manager All Staff	External liaising	Government agencies Community organisations Local businesses Suppliers and contractors Community members
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 6 am to 7 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.