



Role description

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| Role: | Early Learning Lead Educator |
| Award: | Neighbourhood House Ault Community Education 2010 Children's Service Educator– Based on experience and qualifications |
| Conditions: | As per award |
| Range: | Neighbourhood House CSA 6.1 \$33.62 to \$37.78 |
| Conditions: | Permanent Part Time. 20 th April 2022 to December 2022 |
| Probationary period: | Six months' probation. |
| Hours: | 18 hours per week |
| School holidays: | Time accrued up to 12 hours may be taken off during the school holidays |
| Leading: | Two sessions weekly |
| Backfill: | Available to backfill staff absences if required |
| Starting date: | 20 th April 2022 |

We provide a safe and welcoming environment where children are encouraged to grow and develop into confident little learners. We believe in inclusion for all and recognise that each child is their own person, celebrating the special characteristics that make them unique.

We pride ourselves on our warm, genuine relationships with Families and the Community.

Our service is registered as a provider of Occasional Childcare and licensed with Children's Services Victoria and registered to provide Childcare Subsidies.

We provide Education and Care for up to 16 children per day, five days per week, over 48 weeks per annum.

We are undergoing change in response to our strategic planning and the successful and the successful applicant will be part of the team to drive this change! In response to the needs of our community we will be introducing two three-year-old sessions and three family grouping sessions per week in 2022.

We will be registering for Funded Three-year-old in the future.

The position:

We are looking for a passionate, enthusiastic, and self-driven person that can ignite the spirit of learning at our service inclusive of families, children, and educators. As the Early Learning Lead Educator, you will be responsible for the guidance, support, and general running of the service. You will lead a team of Educators to ensure they are working in accordance with the service philosophy, policy, and procedures as per the Victorian Children's Education and Care Services Standards to provide excellent education and care for all children.

You are required to complete quarterly reports to the Committee.

KEY RESPONSIBILITIES AND DUTIES:

1. PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM

- Lead the Team/Room Educators to plan, implement, assess, and review high quality and diverse educational program based on appropriate curriculum frameworks – EYLF, Belonging Becoming Being considering the developmental needs, interests, and abilities of all the children attending the service.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices, and influence.
- Deliver and guide Team/Room Educators to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes.
- Model and support Team/Room Educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- Coordinate internal visits by specialists e.g., Music, Arts Cultural Awareness

2. PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN

- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies, and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.

- Promote health, wellbeing, and physical exercise in the service.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

3 BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS

- Guide, lead and work cooperatively, ethically, and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative, and responsive relationships with children and their families.
- Establish and maintain links with the Manager and Committee (as appropriate) local networks, resource agencies and other relevant organisations.
- Supervise apprentices, workplace students and source volunteers, as required. Ensure an effective induction and orientation process for new families, children, and educators, including workplace students and volunteers.

4 CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE

- Ensure all practices are in accordance with service standards and reflect the philosophy, policies, and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by Manager.
- Lead and promote an understanding of the ELYF the QIP and the curriculum framework documents within the team/room.
- Contribute to the continuous improvement of the service through reflective practice.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures.
- Support and mentor the team in matters relating to leadership, pedagogical leadership, management support, service administration.
- Monitor and build enrolments using the Xplor Childcare Management System
- Support and supervise the Enrolment Coordinator
- Monitor budget and delegate the timely ordering of supplies and equipment
- Maintain an Inventory of equipment and arrange disposal of non-compliant equipment
- Work Health Safety – ensure that the Team has a thorough understanding of their role.

- Risk minimisation plans for children
- Become the Nominated Supervisor on the Licence
- Write procedures and submit suggested Policy changes to the Manager for ratification by the Committee

Reports to: The Manager

Supervises: Educators, Volunteers, Students on placement and the Enrolment Coordinator

Key Competencies

- Strong understanding of industry legislation, compliance, and regulations
- Excellent written and verbal communication skills
- Ability lead and to work collaboratively and cooperatively in a team environment.
- Strong understanding of the importance of family communications
- Leadership and mentoring skills
- Excellent coordination skills
- Curriculum & Planning skills
- Passionate about implementing early learning programs including mixed aged and early learning programs for three-year-old
- Commitment to our service philosophy

Essential Criteria

- Bachelor of Education or Working Towards (ACEQA) approved Australian Equivalent will be preferred
- Diploma Early Education and Care with extensive industry experience may be considered
- Current Working with Children Check
- Flexibility re days of work
- Current First Aid Certificate including CPR, Asthma and Anaphylaxis
- Self-motivated with the ability to think outside the square.
- Minimum 3 years' experience in a leadership position.
- Industry experience in an Education and Care setting