

POSITION DESCRIPTION

Position Title	Area Leader
Program	Early Years Operations
Employment Status	Full Time
Tenure	Ongoing
Classification	Kids First EBA
Position reports to	General Manager, Early Childhood Education and Care
Location	Kids First Child & Family Centres in City of Casey; <i>on the lands of the Bunurong People</i>

Kids First is a child and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 120 years of community service, we actively support our people to make a significant difference to the lives of children and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Purpose

Every day we will work together to improve the life trajectories of children and young people, and maximise positive outcomes for them and their families.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Hope
We believe that change is possible and achievable



Empowerment
We build on people's strengths and support their ability to make positive changes in their lives



Accountability
We are open and transparent in everything we do



Respect
We value all people



Trust
We act in an ethical, inclusive, professional and open manner

Position Purpose

The primary purpose of the Area Lead position is to meet the Department of Education and Training Early Years Management Funding and Service Agreement requirements. The main focus will be to lead and mentor the staff to deliver high quality early childhood programs that comply with the National Quality Framework, Education and Care Services National Regulations 2011, the Education and Care National Law Act 2010, National Quality Standards and VEYLDF, working across our sites in partnership with Lead Teachers to oversee the operations of Kids First Kindergartens.

This role will act for the General Manager – Early Childhood Education and Care during periods of absence.

Organisational Relationships

Supervisor	General Manager, Early Childhood Education and Care
Direct Reports	Lead Teachers across Kids First Child & Family Centres in the City of Casey
Internal Relationships	<ul style="list-style-type: none">• Chief Executive Officer• Executive Team• Direct Reports• All staff
External Relationships	<ul style="list-style-type: none">• Key Stakeholders including, government, corporate, community and fundraising/ philanthropic stakeholders• Professional networks

Key Responsibilities

Administration

- In partnership with the Support Officer, ensure Kindergarten Information Management (KIM) data is entered as outlined by the Department of Education and Training timelines.
- In partnership with the Lead Teachers, manage the kindergarten enrolments to meet the needs of the families and service.
- Responsible for the operational compliance, staff rostering in accordance with funding guidelines and within budget.
- Complete necessary administrative tasks to ensure the services operate smoothly, and within budget and maintain electronic records and files.
- Review and update family handbook, website content and contribute to review of manuals as required.

Program and service delivery

- Build strong and collaborative partnerships, culture and community relationships.
- Provide a model of excellence in the service ensuring a quality early childhood program reflects the principles, practices and learning outcomes described in the Victoria Early Years Learning and Development Framework (VEYLDF) and National Quality Standards.

- Support and supervise the implementation of a high-quality educational program aligning with Kids First Early Years Model.
- Support the development and implementation of a Reconciliation Action Plan (RAP) for each service.
- Oversee the development of the school readiness plans and monitor the implementation of the plan at each Centre.

Support and Supervision

- Provide direct supervision and support to Lead Teachers as per Kids First supervision policies and procedures.
- Facilitate planning days, oversee the staff annual training day and provide day to day support to Lead Teachers.
- Ensure services are compliant under the Education and Care Services National regulations 2011 and National Law Act 2010.
- Implement risk management strategies and contribute to continuous quality improvement and regulations compliance.
- Be available after hours to organise relief staff as required.
- Contribute to Centre rosters, approve time sheets and leave requests.
- Conduct performance development reviews.
- Review the Quality Improvement Plans and the ongoing continuous improvement of each Centre.
- Facilitate and support staff to include all children in their service, ensuring eligible children are referred appropriately and receiving support.

Networking and Projects

- Under direction from General Manager Early Years, review and update Early Years policies and procedures.
- Develop links and partnerships with relevant services, agencies and organisations to support early years projects.
- Implementation of State and Federal policy initiatives.

Teamwork

- Contribute to a high functioning team to meet practice principles in line with VEYLDF and National Quality Standards.
- Work collaboratively to ensure Kids First Early Year model and curriculum improvements are embedded in each service.
- Maintaining effective partnerships with the primary schools and Councils.
- Lead the development, implementation and evaluation of the Early Years curriculum based on the Early Years Learning Framework and the National Quality Framework.
- Attend quarterly meetings with the General Manager Early Years to meet the service agreement requirements with Council.

- Liaise with key stakeholders in the early childhood sector and local community in order to promote the centre and encourage community participation and involvement.
- Lead integrated practice work that would include liaising with other services such as maternal child health and other community services.
- Build collaborative relationships with educators, Early Years leadership team, Parent Advisory Groups (PAG) and internal Client Services directorates, corporate services Finance /IT HR /OHS.

Organizational Accountabilities & Duties

- Manage and monitor kindergarten funding and associated administration.
- Manage each centres budget and expenditure within budget guidelines.
- Other reasonable duties as directed.
- Active involvement in the application of Kids First quality and risk management frameworks.
- Comply with the standards of a child safe organisation in both practice and culture.
- Active involvement in professional development to build theoretical knowledge and practice capability.

Quality and Risk Management

OHS

- Actively contribute to health and safety at Kids First by being aware of safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace.
- Manage the provision of a safe and healthy work environment for educators, volunteers, students, families, visitors in compliance with OH&S requirements, duty of care and law.
- Embed a culture of health and safety including wellbeing within the services.
- Ensure the service building, grounds and equipment are maintained to a high standard of safety, cleanliness and repair.
- Review risk management plans before excursion and/or incursions occur and review emergency evacuation records.
- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

Capability Framework – key selection criteria

Formal Qualifications	<ul style="list-style-type: none"> • Diploma/Bachelor and/or other relevant qualification in Early Childhood in accordance with the NQF approved qualifications list (0-6 years).
Skills & Experience	<ul style="list-style-type: none"> • Excellent understanding of the Education and Care Services National Regulations 2011 and Education and Care National Law Act 2010 and VEYLDF. • Excellent computer and administration skills, including enrolment data base systems and the ability to multi-task, meet timelines and work under pressure while meeting the program deliverables.

	<ul style="list-style-type: none"> • Experience in leading teams of educators, overseeing program development, developing reflective practice and continuous improvement, managing staff relationships and influencing change positively and harmoniously. • Ability to show initiative and take direction. • Understanding of Kids First philosophy and industry trends and research. • Understanding of the environmental impacts on child outcomes, including referral pathways.
Other Selection Criteria	<ul style="list-style-type: none"> • Current Victorian Working with Children Card. • Valid Victorian Diver's License. • Willingness to undertake a Police Check. • A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.

Inherent Physical and Psychological Demands

Activity	Frequency – Daily Regular Occasional
Managing competing priorities	Frequently
Computer based activities	Often
Conflict/ confronting situations	Sometimes
Driving	Often
Walking, climbing stairs, bending	Sometimes
Attending external locations	Often

