

# Team Leader Children's Services

## Position Description



<b>Position number</b>	Multiple Positions
<b>Directorate</b>	Community Services
<b>Department</b>	Children's Services
<b>Immediate Supervisor</b>	Coordinator Children's Services
<b>Supervising Positions(s)</b>	Educator Early Learning (up to 12)
<b>Level</b>	TT 4 - Technical

<b>Position Approval</b>  Gina Lacey Director Community Services
<b>14 / 06 / 2024</b> Review and Approval Date

### Position Objective

To provide and develop a high quality, culturally relevant Early Childhood Education and Care program for all children aged from birth - to school age in accordance with relevant legislation, the MacDonnell Council (MRC) policies and management guidelines.

### Key Duties and Responsibilities

- Act as the nominated supervisor as per National Quality Standards
- Implement and oversee the delivery of the Early Learning program in the community
- Develop positive working relationships with the community, educators, children, their families and stakeholders
- Through positive role modelling, mentor, coach and guide the work of Educators to build their capacity
- Make two way learning a priority in all aspects of program delivery. This will involve listening to
- Educators and Community members and working in ways that reflect their culture and ways of knowing and being
- Undertake community recruitment and performance management processes with support from the Coordinator
- Develop and maintain systems of administrative records as required, assist in completing reports, and implement the relevant policies and procedures for the effective delivery of programs
- Develop and maintain systems and means of documenting children's learning
- Support the maintenance of daily records of services provided for all programs delivered
- Work towards the achievement of National Quality Standards for Children's Services inclusive of EYLF (Early Years Learning Framework)
- Plan for and provide meals and snacks in accordance with recommended dietary guidelines
- Exercise a Duty of Care for the safety, health and wellbeing of all children, families and staff attending Early Learning program

### Skills and Attributes

- A collaborative approach to decision making with an ability to weigh options and forward plan
- Literacy, numeracy and computer skills to collect data, complete standard reports and correspondence
- Ability to lead, motivate and mentor team members to foster independence and increase local ownership of the service
- High level of communication skills to enable communication and conflict resolution with a diverse range of stakeholders
- A willingness to actively participate in team meetings, professional development and training opportunities as required
- A strong commitment to two way learning and the ability to make it happen

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### Role Requirements

#### Essential

- Completed or working towards Certificate III level qualification in Early Childhood or higher qualification
- Demonstrated experience of at least 1 year working in an early childhood setting
- Experience in leading and managing teams
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Strong communication skills
- Ability to obtain and maintain NT Working with Children (Ochre) Card
- Satisfactory completion of a Criminal History Check
- Current First Aid Certificate or a willingness to complete
- Demonstrated understanding of the National Principles for Child Safe Organisations

#### Desirable

- Previous experience in working for an organisation operating across multiple sites
- Current Drivers Licence

### Travel Requirements

This position is located in a community. Travel to Alice Springs and other communities, including overnight stays, in the MacDonnell Regional Council area may occasionally be required.

### Physical Requirements

#### The role requires the following physical aspects:

- Standing for extended periods
- Getting up and down from floor level
- Manual handling of objects below 10Kg
- Repetitive bending and twisting
- Working indoors in an office environment
- Working outdoors in direct sunlight
- Travel on unsealed roads

#### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Position Reporting Structure

