

POSITION DESCRIPTION



Educational Leader Goldfields Children's Centre

Position Summary

The role of Educational Leader within the Goldfields Children's Centre offers the opportunity to join the dedicated leaders in Central Goldfields making a positive difference for local children and families.

The Goldfields Children's Centre is a 100-place centre, owned and operated by Central Goldfields Shire Council in the heart of Maryborough, that employs over 40 permanent and casual staff. We offer long day care and integrated 3 and 4 year old kinder.

As the Educational Leader you will develop, implement, and continually refine a high-quality pedagogically sound play-based educational program responsive to children's ideas, strengths and abilities at the Goldfields Children's Centre.

You will also oversee a schedule of professional development including the facilitation of in-service training and development to support educators and teachers to effectively facilitate the educational and learning goals of children.

The Educational Leader is a critical member of the Centre's leadership team along with the Centre Coordinator, Assistant Coordinator and Room Leaders.

The Educational Leader will be a valued member of a broader shire wide early years collaborative and our commitment to ensuring Every Child, has Every Chance to thrive in Central Goldfields.

Position details

Title	Educational Leader Goldfields Children's Centre
Directorate	Community Wellbeing
Department	Children and Families
Appointment Type	Permanent Full-time (0.4 Office based and 0.6 Working in ratio with children)
Classification	Band 6
Location	Goldfields Children's Centre
Reports To	Coordinator Goldfields Children's Centre
Supervises	Goldfields Children's Centre Staff
External relationships	Enrolled children and their families, Department of Education Early Childhood Improvement Branch, relevant State and Federal Government departments, other local early education providers, primary schools, social and family services, and the local community.
Internal relationships	Maternal and Child Health, Central Kinder Registration, Early Years Planning and Coordination Officer, Finance, Operations (maintenance), People and Culture.
Date PD approved	TBA

Key responsibilities and duties

- Develop, implement, and continually refine a high-quality pedagogically sound play-based educational program responsive to children's ideas, strengths and abilities at the Goldfields Children's Centre.
- Develop and implement a schedule of professional development including the facilitation of in-service training and professional development to support educators and teachers to effectively facilitate the educational and learning goals of children as required.
- Oversee development, implementation and acquittal of the School Readiness Funding Plan in collaboration with kindergarten teachers and staff.
- Develop and embed systems to ensure accountability to agreed educational goals, behaviours, and practice across the Centre.
- Oversee the recording and evaluation of children's records and observations, ensuring compliance National Quality Standard and regulatory authority.
- Coach, role model, inspire and mentor educators to inform their programming to implement the Centre's educational program.
- Build and maintain positive relationships with children, families, educators, and staff to deliver the best outcomes for families and children.
- Contribute to a highly collaborative Centre leadership team to develop, implement, and update the Quality Improvement Plan.
- Oversee trainees and students on placement to monitor training and ensure they are effectively supervised.
- Perform higher duties when required and be the 'responsible person' in the absence of the Nominated Supervisor.

Organisational responsibilities

Council values	<ul style="list-style-type: none"> • Demonstrate and encourage behaviour in line with the Council's adopted values
Customer Service	<ul style="list-style-type: none"> • Accountable for the department complying with the Customer Service Charter.
Behaviour	<ul style="list-style-type: none"> • Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination. • Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none"> • Identifying, managing and minimising risk to Council. • Contributing to the Council's Risk Register. • Ensuring that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none"> • Ensuring the department maintains Council records: <ul style="list-style-type: none"> ➢ Within the approved record management system; and ➢ In an accurate and timely manner.
Legislative framework	<ul style="list-style-type: none"> • Accountable for all legislative and regulatory obligations relevant to the department.
Emergency management	<ul style="list-style-type: none"> • May be required to assist with municipal emergencies as detailed in Council's Municipal Emergency Management Plan.
Child Safe Standards	<ul style="list-style-type: none"> • Understands and abides by the Council's Child Safe policy to minimize risk of harm to children and young people.

Accountability and extent of authority

- Development and maintenance of policies and effective service delivery for the Goldfields Children's Centre.
- Delivery of Children's Centre educational program.
- Authority to liaise with families, community groups, and other key stakeholders.
- Freedom to act is governed by policies, objectives and budgets with regular reporting mechanisms to ensure the achievement of goals and objectives with the supervision and guidance of the Centre Coordinator and Manager Children and Families.

Judgement and decision making

- Interpret, apply and comply with relevant policy frameworks and legislation.
- Analyse and make decisions on issues, considering all relevant legislation, policies, objectives, budgets, annual business plan and key stakeholders with supervision.
- Problem-solve using established techniques, procedures and guidelines identifying and analysing a range of options and recommendations considering the impact on staff, families, Council and the wider community.
- Exercise sound judgement to make decisions, based on expertise and knowledge under limited guidance from management while ensuring consideration of relevant complexities and sensitivities.
- Ensure matters requiring a higher level of approval/notification are referred to Centre Coordinator, the Approved Provider and ACECQA in a timely manner.
- Make referrals to additional services if required including MCH, Child Protection, Orange Door, family services, early intervention and other local providers as required.
- Understand and act upon Child Protection requirements including mandatory reporting and child information sharing (Child Link).

Specialist skills and knowledge

- Knowledge of relevant legislation, standards, guidelines, processes and procedures relating to early years education and care, and child development and protection.
- State and Commonwealth policy directions and funding options for early years education and care.
- Understanding of managing a non-EYM childcare centre.
- Continuously improve service delivery and outcomes for enrolled children.
- Link to relevant early learning and development services and supports and professional networks
- High proficiency in computer skills and experience in childcare software packages and social media.

Management skills

- Knowledge of human resource practices including equal opportunity, OH&S, training and development.
- Financial management skills and the ability to effectively develop, manage and monitor budgets.
- Set priorities, plan, co-ordinate and manage time effectively to achieve objectives.
- Effectively problem solve, exercise sound judgement and decision making in complex situations.
- Use and interpret statistical and financial reports.
- Supervise and manage Centre staff.
- Plan, develop and co-ordinate early years education and care.

Interpersonal skills

- Lead, motivate, and develop staff for a positive culture.
- Develop and maintain effective working relationships with internal and external stakeholders, families and staff
- Highly developed communication and interpersonal skills with ability to manage heightened situations calmly.
- Engage comfortably and empathically with a broad range of backgrounds across the community
- Deal discreetly and tactfully with confidential and sensitive matters.
- Preparation of reports, presentations, internal and external correspondence.
- A child and family centered approach.

Qualifications/Experience

- A Degree or Diploma in a discipline related to early years services or education with a minimum of 3 years' experience in a similar teaching, coaching or mentoring role.
- Demonstrated experience ensuring compliance with relevant legislation and standards.
- Current Emergency First Aid response in an Education and Care Setting qualification
- Current ACECQA approved Anaphylaxis and emergency asthma management training
- Valid Working with Children Check or VIT registration.
- Accredited Child Protection Training (desired but not essential).
- Be willing to accept the role of Responsible Person under the Education and Care Services National Law Application Bill 2010 and Education and Care Services National Regulations.

Selection Criteria

1. A Degree or Diploma in a discipline related to early years services or education with a minimum of 3 years' experience in a similar teaching, coaching or mentoring role.
2. Demonstrated experience in the development, implementation and evaluation of early childhood educational programs to support a quality learning environment.
3. Demonstrated ability to prioritise, plan and adapt to suit the needs of a demanding care-based environment.
4. Demonstrated ability to coach, mentor, model and support a diverse team of teachers and educators to inspire and embed high quality educational goals, practice, and behaviours.
5. Demonstrated capacity to contribute to a highly collaborative Centre leadership team.
6. Willingness to undertake a National Police Check and hold a current VIT or Working with Children Card prior to commencement.

Note: Appointment is subject to the successful completion of these checks.

Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process.

For further details, the Enterprise Agreement can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

Signatures

Veronica Hutcheson People and Culture Manager	Date
Employee's Name Educational Leader Goldfields Childrens Centre	Date