

Position Description

Title	Principal Advisor - Wellbeing
Position Location	C&K Central
Reports to	Manager, Inclusion and Wellbeing
Direct Reports	Nil
Classification	Hay Grade 15
<p>The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&K's vision is to be Queensland's pre-eminent provider of early education and care.</p> <p>Our values:</p> <ul style="list-style-type: none"> • <i>we put children first</i> • <i>we respect all people and each other</i> • <i>we work with integrity and strive for excellence in everything we do</i> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
Purpose	<p>This position, under the leadership of the Manager Wellbeing and Inclusion:</p> <ul style="list-style-type: none"> • Leads and manages the delivery of professional supervision to C&K centre and support staff as required to foster reflective practice and to help identify solutions to problems, improve practice and increase professional knowledge of C&K educators. • Provides expertise and strategies, mentoring and advice consistently across regions to implement wellbeing strategies, policies and practices relating to early years practice across the organisation. • Collaborates with C&K centre and support staff to help identify areas of concern for children's development and to support the care and educational planning for individual children with complex behavioural needs. • Contributes expertise to C&K regarding contemporary theory on child psychology, attachment, brain development, child development, strengths based approaches, play based learning, and, trauma informed practices. • Works collaboratively to develop, implement and review high quality, professional development strategies regarding curriculum, education and teaching practice. • Supports the implementation of C&K's curriculum approach to enable delivery of high-quality early childhood services and programs in line with C&K's vision, values and strategic priorities. • Supports and coordinates early years' education research projects, in line with C&K's Research and Evaluation Framework.

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	<ul style="list-style-type: none"> • Supports C&Ks commitment to enacting excellence and embedding the principles of equity, social justice and inclusion. • Assists with effective integration of functions and strategies with internal and external stakeholders to deliver quality early childhood education services and programs.
<p>Key accountabilities</p>	<p>Leadership</p> <ul style="list-style-type: none"> • Work collaboratively within the early childhood team to offer expertise in the areas of child psychology, clinical supervision, and wellbeing to C&K's pedagogical approach. • Provide expert support, advice, and professional face to face and online supervision to centre and support staff. • Work collaboratively to advance improved early childhood development outcomes – championing early education strategies in relation to children and families experiencing vulnerability, health, inclusion and wellbeing matters and advocating for children's needs. • Communicate to inspire a shared sense of purpose and direction and build a culture of collaboration. • Maintain confidentiality when dealing with complex or sensitive matters. <p>Operational Management</p> <ul style="list-style-type: none"> • Support management, maintenance and analysis of accurate data on centre and support staff in relation wellbeing. • Support delivery of strategies and practices and engage support services as required, to maximise wellbeing benefits for children and centre and support staff • Plan, develop and deliver on-going professional training and learning for C&K centre and support staff in relation to health and wellbeing. • Manage and work collaboratively on programs and projects and harness opportunities in relation to inclusion, health and wellbeing. <p>Business Development</p> <ul style="list-style-type: none"> • Establish and maintain effective relationships with key internal and external stakeholders and partners. • Analyse and make recommendations relating to the professional learning needs of centre and support staff in relation to health, wellbeing, and safety. • Inform and support C&K's advocacy and research within related areas. • Support the development and implementation of policies and procedures under the C&K Policy Framework. • Maintain a thorough knowledge and understanding of National Law and legislative and regulatory requirements for early childhood education and care services. • Maintain a strong and expert knowledge of current best practice, recommended guidelines and legislation relating to professional supervision, and the health, wellbeing and safety of children, families, and centre and support staff. <p>Education and Practice</p> <ul style="list-style-type: none"> • Have a comprehensive understanding of and commitment to working in ways that complement C&K's Curriculum Approach – Listening and Learning Together, The Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines. • Provide resources and support tools in relation to health and wellbeing to deliver quality outcomes and programs for all children. • Provide support and assist in managing centre and support staff training and professional development engagement across the regions. • Work collaboratively with regional staff to strengthen referral pathways and support for services regarding inclusion, health, wellbeing and safety. • Support centres to obtain resources and work with support agencies to reach positive outcomes for children and families specifically in relation to children from vulnerable

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	<p>backgrounds.</p> <p>Personal accountability</p> <ul style="list-style-type: none"> • Role model and promote C&K values. • Exemplify personal drive and integrity – take personal responsibility for meeting objectives showing initiative and committing energy to see that goals are achieved. • Work collaboratively with centre directors, regional managers and other C&K managers, to ensure C&K programs and centres deliver quality outcomes for all children. • Demonstrate resilience and show strong commitment to professional learning and self-development. • Demonstrate standards of excellence in professional practice and ethical behaviour. <p><i>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.</i></p>
<p>Key selection criteria</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Preferred - tertiary qualifications in psychology and/or social work with registration or eligibility for registration with relevant professional body, early childhood education, infant and child mental health or a related field. <p>Leadership</p> <ul style="list-style-type: none"> • Demonstrated experience developing and implementing innovative best practice strategies that improve the wellbeing and inclusion of children in early childhood education and care programs. • Demonstrated experience of delivering professional supervision, promoting reflective practice and problem solving to identify solutions, improve practice, and increase understanding of professional knowledge. • Highly developed interpersonal skills and ability to facilitate across team collaboration and cooperation to achieve best practice outcomes in educator and child wellbeing. <p>Operational management</p> <ul style="list-style-type: none"> • Demonstrated experience developing and delivering professional learning that supports improved practice of early childhood educators regarding educator and child health and wellbeing matters. • Demonstrated successful experience managing programs and projects that improve outcomes for children, considering: <ul style="list-style-type: none"> ○ Sound financial and resource management practices; ○ Project and program management practices; and ○ Excellent practical understanding of the National Quality Framework, and legislative and regulatory requirements relevant to early childhood education and care, and tools and strategies for assessing outcomes. <p>Business development</p> <ul style="list-style-type: none"> • Skills, capability and experience in planning, supporting and delivery of new programs, facilitation of research and key initiatives to improve business outcomes and innovation, including analysing information, trends and data; developing and maintaining strong and influential relationships/partnerships. <p>Education and practice</p> <ul style="list-style-type: none"> • Exceptional contemporary knowledge of best practice in early childhood education, child health, and wellbeing with a practical understanding of early childhood curricula and development frameworks to drive research, leadership and innovation. • Strong understanding and ability to apply attachment theory and trauma informed

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practice

- Experience working with and developing individual support plans for young children and families, particularly vulnerable children and families.
- Strong understanding of child development in birth-5 years and knowledge of and experience in play-based learning models.

Personal accountability

- Evidence of sound professional experience that shows:
 - Initiative and strong sense of personal responsibility for meeting objectives;
 - Commitment to personal development;
 - Application of evidence, professional expertise and courage in decision making; and
 - Ability to be reflective of practice and to be self-directed.

Additional information

The successful applicant will be required to:

Travel as required across C&K's network of centres.

Hold a positive notice (Blue Card) working with children check; and a current driver's licence.

As a condition of employment with C&K, all employees are required to have 1st and 2nd COVID Vaccinations.

The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

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The Creche & Kindergarten Association Limited
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