

Position Description

Title	Service Leader / Early Childhood Teacher
Business Unit	Early Learning
Location	As per employment agreement
Employment type	As per employment agreement
Reports to	Program Manager

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide safe, inclusive and non-discriminatory services where racism is not tolerated.

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: We are imaginative, respectful, compassionate and bold.

1. Position Purpose

As the Service Leader (Nominated Supervisor), you are expected to support the leadership of a team which provides high quality early childhood education and care to children. Your role will include both operational management and rostered time spent as part of the ratioed team providing direct service to children.

The primary purpose of the role is:

- To ensure the service is compliant with the requirements of the Education and Care Services National Law Act and Regulations, the National Quality Standards Framework, Child Safe Standards and organisational policies and procedures.
- Lead and mentor a team of educators to provide quality early childhood education and care in line with the relevant Early Years Learning Framework and the National Quality Frameworks; to drive pedagogical practices that are aligned to Uniting's purpose, values, policies and procedures.
 - Delivering a high quality program for children
 - Developing strong relationships that support and partner with families, and the community.

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- Working with other staff towards continuous improvement in the service's operations
 - Under the National Law and Regulations, services are required to align their educational program to an approved learning framework. Through the relevant framework, this position focuses on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.
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2. Scope

Budget: To monitor and report against annual service budget

People: Early Childhood Educators, Students and Volunteers
Reports directly to the Uniting Early Learning Program Manager

3. Relationships

Internal

- Senior Managers
- Program Manager
- Early Childhood educators
- Early Learning Management team

External

- Children
 - Families and caregivers
 - Other early childhood professionals
 - Department of Education
 - Other community service organisations as required.
 - Commonwealth and State Government as required through direction of management.
 - Other service providers as required.
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4. Key Responsibility Areas

Educational program and practice

- Create and Implement the service statement of philosophy that guides the pedagogy and practice of all educators/the teaching team.
- Ensure the delivery of programs in alignment with the Early Years Learning Framework V2.0 (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF)
- Uphold the 5 learning outcomes of the EYLF:
 - Children have a strong sense of identity
 - Children are connected with and contribute to their world
 - Children have a strong sense of wellbeing
 - Children are confident and involved learners
 - Children are effective communicators
- Ensure the service facilitates a play-based learning environment and develops learning programs responsive to children's ideas, strengths, and abilities.

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- Implement inclusive practice and lead an environment which reflects the diversity of the children and families.
- Be proactive in ensuring currency in best early childhood practice.
- Demonstrate a growth mindset by responding positively to developments in contemporary early childhood pedagogy and practice.

Children's Health and safety

- Ensure that the children are safe and adequately always supervised.
- Support each child's health needs.
- Protect and uphold the rights and dignity of children attending the service.
- Ensure a safe and stimulating environment where all staff and children are protected from hazards and harm.
- Demonstrate practices that support the inclusion of all children, including children from diverse backgrounds and children with additional needs.
- Ensure a high standard of hygiene in compliance with Uniting's policies and procedures.
- Ensure first aid and medication is administered in compliance with Uniting's policies and procedures.
- Ensure the menu is appropriate for all children, including those with specific dietary and allergy requirements and is served appropriately, according to the Food Handling and Health and Nutrition Policies.
- Keep accurate and detailed records of injury / accident / trauma and medication.
- Ensure all staff are aware of the Child Safe Standards and how they are demonstrated.
- Adhere to the service's Child Protection Policy:
 - Inform the Program Manager of any allegations or convictions of a child protection nature, of which you become aware, against any other employees.
 - Act as a mandatory reporter which requires reporting to the appropriate authority where there are reasonable grounds to suspect that a child is at risk of significant harm.
- Ensure the organisational Child safe protocols and policies are implemented.
- Implement the service's Workplace Health and Safety Policy and procedure.
- Provide a consultative process for communication of Workplace Health and Safety information allowing staff input into the remedy of Workplace Health and Safety issues.
- Ensure staff are appropriately trained in Workplace Health and Safety, standard work method statements and risk assessments.

Physical Environment

- Ensure resources are fit for use and sufficient in supply.
- Maintain a clean and safe work environment.
- Conduct scheduled workplace inspections and risk assessments (e.g., opening or closing checklist, resources and equipment cleaning checklist, safe building checks)
- Facilitate timely repairs and maintenance.
- Ensure environmental sustainability practices are embedded in the learning program.
- Ensure effective processes are in place to meet Workplace Health and Safety requirements.
- Ensure the service strives towards embedding environmental sustainability across all areas of the service's operations, including the educational program.
- Support children to become environmentally responsible.
- Contribute to shared duties relating to cleaning.

Staffing Arrangements

- Ensure staff have a working knowledge of the National Quality Framework, in particular the Education and Care Services National Regulations 2011, and the National Quality Standard for Early Education and Care and meet these requirements in their work practices.
- Lead the professional development program within the service.
- Demonstrate the Early Childhood Australia Code of Ethics in all interactions and relationships.

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- Maintain professional and ethical standards when working with families, children, and educator team.
- Ensure educators rostered on to work meet the minimum qualification requirements.
- Manage staff rosters to promote and achieve a primary care giver model.
- Demonstrate strong leadership skills in education and management.
- Contribute positively and effectively to the team environment.
- Support and supervise all staff in their daily routines.
- Promote a healthy team environment and develop positive channels of communication to ensure a smooth-running service.
- Lead, guide and support staff to plan, implement and evaluate programs suitable to the individual needs, emerging skills and interests of children.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.
- Participate in ongoing professional development and training programs and supervise staff through this process.
- Conduct and document regular staff appraisals and develop and document individual and team plans which enhance staff abilities and practices.
- Lead team and family meetings and attend management meetings as required.

Relationships with Children

- View and respect each child as competent and capable learners.
- Encourage positive, comforting, and nurturing relationships with children.
- Ensure programs reflect each child's similarities, differences, cultures, and diversity.
- Ensure documentation of children's learning is professionally presented and is an authentic representation of children's growth and development.
- Maintain the rights and dignity of each child.
- Form positive, trusting, comforting, and nurturing relationships with children.
- Ensure that staff apply a wide range of teaching strategies to support the guidance of children's behaviour and emotional regulation.
- Support each child to regulate their emotions in age-appropriate ways, offering guidance for children in times of dis-regulation.
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Collaborative Partnerships with Families and Communities

- Promote clear communication between the organisation, managers, staff, and families.
- Build effective local networks within the local area including relevant community organisations and government agencies.
- Ensure the team is knowledgeable and sensitive to the needs of families and the community.
- Develop and maintain positive relationships with families.
- Share information with families relating to their child and the activities of the service.
- Create a safe and supportive environment for families.
- Encourage families to contribute to the community of the service.
- Maintain current information which assists families to access resources within the local and wider community.
- Ensure effective induction and orientation processes for new families, children and educators, including workplace students and volunteers.
- Be an advocate for high quality services for children in our community.
- Manage events and experiences with children which promote awareness of their community and reflect child-centred learning.
- Ensure students on placement and volunteers engaged in the service are positively welcomed, supported and effectively supervised.
- Implement evaluation strategies (e.g., satisfaction survey) to obtain parents' input for planning for any improvements.
- Assist families to access inclusion support and assistance if required.

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Governance and Leadership

- Maintain day-to-day accounts and handle required administrative matters.
- Ensure that the centre or service meets or exceeds National Quality Standard requirements.
- Support the Early Learning Program Manager in formulating and evaluating annual budgets.
- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.
- Ensure all practices are in accordance with the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guide, the National Quality Framework and reflect the philosophy, policies and procedures of the service.
- Lead regular staff meetings using these as an opportunity to reflect on practice and provide pedagogical leadership
- Drive the ongoing continuous improvement of the service through reflective practice, ensuring documentation of this in the Quality Improvement Plan
- Ensure accurate records are documented and maintained to meet legislative requirements.
- Ensure the maintenance of day-to-day operations and administration of the service and review and update procedures as required.
- Stay informed about current trends in educational practice within the sector.
- Actively participate in employee performance review process and lead this process for direct reports.
- Plan and monitor return to Work Plans for injured employees.
- Other duties as directed.

Personal accountability

- Team members are required to read, understand and comply with all the service's policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the service's Code of Conduct.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

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5. Person specification

Qualifications

- Bachelor of Early Childhood Education (or equivalent as approved by Australian Children's Education and Care Quality Authority) preferred.
 - Current First Aid CPR, Anaphylaxis and Asthma Certificates*(if not current this is to be obtained within the first 3 months of employment)
 - Current Working with Children Check/VIT*
- *Must be applicable for the State in which the service operates

Requirements

- Leadership experience in Early Childhood or related sector.
- Written acceptance of role of Nominated Supervisor under the Education and Care Services National Law Act 2010, and Education and Care Services National Regulations 2011.
- Have a sound knowledge of legislation governing the operation of children's services, as well as a solid understanding of the quality areas under the National Quality Standard
- Ability to coach and mentor early childhood teachers and educators in the development of a robust educational program.
- Ability to facilitate professional discussions and lead and support critical reflection in all aspects of program delivery across the service in consultation with relevant stakeholders.
- The ability to plan, work and manage time effectively with minimal supervision.
- Ability to challenge and support early childhood teachers and educators to improve their approach to teaching children.
- Well-developed leadership and self-motivation skills
- Ability to identify and utilise people's strengths and build relationships.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability.
- **Communication:** Strong and clear communication skills with the ability to build positive professional relationships with families, educators, and other professionals; excellent interpersonal skills; high level written and verbal communication skills
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Quality Assurance:** ability to support the development and implementation of a developmentally appropriate educational program for children; committed to continuing individual learning and development and improvement of inter-professional practice; ability to operate in an inclusive and supportive learning environment.
- **Problem Solving:** demonstrates creativity and innovation; can be flexible and resilient and quickly adapt to the work environment; be aware of, and working with, the different strengths of each child; have developed skills in engaging children and families in a number of ways.
- **Leadership** – Strong leadership skills and knowledge; ability to lead program planning and ensure the achievement of goals; ability to build strong, high functioning teams and align

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teams with the organisational values and goals, particularly those related to consumer-centricity; role modelling expected behaviour; strong ability to establish credibility with staff and inspire a shared vision

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: