



POSITION DESCRIPTION

POSITION TITLE:	Richmond Early Years Precinct Team Leader				
POSITION NO:	702444	CLASSIFICATION:	Band 6		
DIVISION:	Community Wellbeing				
BRANCH:	Family, Youth and Children's Services				
UNIT:	Children's Services				
REPORTS TO:	Richmond Early Years Precinct Coordinator				
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

quality practice across all

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Family, Youth and Children's Services Branch is responsible for:

- Children’s Services (Long day care, Kindergarten, Central Registration, Occasional Care, Outside School Hours Care, Access to Early Learning program and Pre School Advisors)
- Family Services (Family Support, Playgroups, Family Programs and Inclusion, Immunisation, Maternal and Child Health and Enhanced Maternal and Child Health)
- Service Planning and Development (Strategic planning, service enhancement, quality assurance processes, professional development & training, policy development and resource and support services across the municipality)
- Youth and Middle Years Services (Planning and provision of a range of supporting, developmental and skill-based services for children and young people).

ORGANISATIONAL RELATIONSHIP

Position reports to:	Early Years Precinct Coordinator – Richmond
Position Supervises:	Long Day Care Educators
Internal Relationships:	The incumbent liaises with staff members in the Branch Other organisational branches including People and Culture, Finance and Buildings and Assets.
External Relationships:	Cross Council Networks and external and internal working groups; Internal and External Early Years Providers; Department of Education and Training. Local schools and sector organisations.

KEY RESPONSIBILITY AREAS AND DUTIES

People Management

- Undertake the people management responsibilities for the Long Day Care services including:
 - Knowledge of and compliance with Yarra’s Enterprise Agreement section for early childhood educators.
 - Rostering, including the management of casual and relief staff, leave management, breaks and release time.
 - Maintaining workforce levels and recruitment
 - Performance Development Reviews
 - Workplace health and safety for the precinct including any Worksafe cases in partnership with risk.
 - Conducting staff inductions, onboarding and probationary period support.
 - Staff database management and auditing
- Recruitment and retention of staff.

Team Building:

- Embedding the Yarra Values of Accountability, Respect and Courage.
- Supporting the team in their application of the Yarra code of conduct.
- Succession planning and career planning.
- Leading working groups to achieve precinct, unit, branch and organisational goals.
- Undertaking activities with the team for the purpose of supporting a high performing work environment.

- Supporting the team with their understanding of, implementation and embedding workplace policies and procedures.

Family Centred Practice:

- Managing the centre tours with families.
- Supporting complex families with enrolment including accessing any application for Child Care Subsidy or Additional Child Care Subsidy.
- Working closely with families to gather input and feedback for the Quality Improvement Plan.
- Supporting families with referrals to other support services.
- Supporting complex families with accessing the services.

Compliance:

- Support educators in:
 - Understanding and application of regulations and legislation
 - Enrolment completion – i.e. medical, communication, medication, risk minimisation, court orders, parenting orders, etc.
 - Reporting procedures
 - Management of complex situations/incidents with children, families and other team members
 - Child Safe and mandatory reporting procedures
- Completion of DET forms via the NQAITS.
- Undertaking compliance audits.

Professional development

- Professional development of precinct educator and teacher through:
 - Supporting and encouraging access to training and projects provided by the Department of Education and Training
 - Engagement with internal and external training and conferences
 - Supporting educator participation in unit and organisational working groups and projects
 - Supporting educators with career development and opportunities for professional development through undertaking other or higher duties
- Management of the precinct School Readiness Funding including:
 - Working in partnership with the Early Childhood Teachers to develop the plan.
 - Administration of the SRF including application, logistics, maintenance, and acquittal.
- Ensure own professional development through:
 - Sector engagement and networking
 - Ongoing engagement and application of pedagogical training
 - Keeping pedagogical knowledge and training up-to-date

Quality Improvement Plan

- In collaboration with the Precinct Coordinator and Precinct Educational Leader:
 - Lead and promote educator, family and child engagement with the quality improvement plan.
 - Support practice changes to be embedded
 - Support input into the QIP to be based in reflective practice

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Precinct Team Leader is directly accountable to the Richmond Early Years Precinct Coordinator. The incumbent is directly responsible for the compliance and effective operations of the Long Day Care and Kindergarten services in the precinct including

Extent of Authority:

The Precinct Team Leader is responsible for providing operational advice to educators, teachers and families in the early years' precinct. The Precinct Team Leader has the freedom to act within the established policies and procedures of the Children's Services Unit and the organisation; or within the set goals and objectives of the position. The Precinct Team Leader is responsible for demonstrating leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community. Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Yarra Values

- Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

Judgement and Decision Making

The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available from the Early Years Precinct Coordinator.

Whilst required to work independently, more complex issues should be brought to the attention of the Early Years Precinct Coordinator

SPECIALIST KNOWLEDGE AND SKILLS

- Extensive experience in the Early Childhood sector.
- Excellent understanding of Education and Care Act and Regulations
- Excellent understanding of the Education and Care Regulations, National Quality Framework and curriculum frameworks.
- Experience working with families and children with complex needs and case management.
- Experience working with families and children with inclusion support needs

MANAGEMENT SKILLS

- Excellent ability in managing time, setting priorities, planning and organising one's own work
- Ability to manage complex situations
- Understanding of current leadership theories and practices.
- Understanding of, and ability to implement personnel practices including equal opportunity and health and safety, training and development
- Excellent ability to problem-solve, innovate and engage in a cycle of continuous improvement.
- Ability to innovate and think of creative solutions to unique challenges

INTERPERSONAL SKILLS

Consider:

- Excellent oral communication and ability to adjust communicate style to suit the need of the audience.
- Excellent skills in written communication including suitable for internal and external communications to a wide variety of audiences.
- Ability to gain co-operation and assistance from clients and other employees
- Ability to discuss and resolve problems – internally and externally
- People leading, including the ability to effectively:
 - Team build
 - Coach and mentor
 - Embed an improvement approach founded on reflective practice.

QUALIFICATIONS AND EXPERIENCE

Substantial experience (5-10 years) in a Long Day Care service

Substantial experience (5-10 years) in leadership

KEY SELECTION CRITERIA

1. Demonstrated ability to support and build high performing teams.
2. Demonstrated understanding of change management, particularly with embedding policies and procedures.
3. Excellent understanding of the current challenges facing the Early Years sector
4. Excellent problem-solving skills including innovative approaches to complex situations in urgent, short-term and long-term timeframes.
5. Excellent time management skills in an environment that will require the ability to prioritise and delegate.
6. Demonstrated ability to work with children, families and educators that have complex needs – including current understanding of family centred and trauma informed practice.