

Position Description

Title	Rural Educational Leader
Business unit	Early Learning
Location	185 Baillie Street Horsham VIC 3400
Employment type	Full time permanent position – 76 hours per fortnight
Reports to	Early Learning 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 inclusive and non-discriminatory services.

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

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

1. Position purpose

- Provide educational mentoring to assist teaching staff with planning and programming at Early Learning Services.
- Share a high-level teaching knowledge and skills to assist staff to achieve the services goals.
- Use coaching and mentoring methods to develop reflective practices in educators and encourage the use of new learning strategies.
- Identify areas of improvement and support the educators in Quality Improvement Plan and Program planning.
- Contribute to the development and wellbeing of all persons at the service and be responsive to the needs of the community.

The Rural Educational Leader will be based in Horsham and will be required to travel across the West Wimmera, Yarriambiack and Southern Grampians local government areas.

2. Scope

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Budget:

nil

People:

nil

3. Relationships

Internal

- Early Learning General Manager
- Early Learning Senior Manager
- Early learning Program Manager
- Service Leaders, Educators

External

- National Regulatory Authority: Australian Children's Education and Care Quality Authority (ACECQA)
- Department of Education, Department of Families, Fairness and Housing, Local Government Authorities and peak bodies

4. Key responsibility areas

Service delivery

- Undertake responsibility for the mentoring program including planning, coordination, implementation and delivery.
- Use coaching methods to develop reflective practice in others and encourage the use of new learning strategies.
- Conduct supportive observations and action plan as required.
- Identify areas of good practice and develop and share resources with staff and by attending team meetings.
- Establish outcomes to achieve mentoring goals and deliver these through planning, implementation and evaluation, ensuring standards are adhered to.
- Play an active role in the teaching, learning and assessment quality assurance process as appropriate and when required.
- Work directly with educators and support a culture of openness and ambition.
- Model a positive culture in all interactions with staff, colleagues, clients and all external stakeholders.
- Adhere to established work practices and exercise initiative and judgement where these are not clearly defined.

Quality and risk

- Identify and adapt best practice benchmarking indicators to the delivery of services.
- Foster and promote a continuous learning environment that responds to the needs of services and its users.
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Uniting procedures.
- Identify and participate in personal development that ensures the continuing high delivery of services.
- Actively participate in regular supervision and annual performance plan reviews.

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- Assist with the development and implementation of Uniting policies and procedures and continue to evaluate to direct high level service delivery.
- Ensure accurate, timely and effective communication and reporting processes are followed to meet statutory, organisational and funding body requirements.

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide leadership and the highest level of professional conduct in alignment with Uniting's values.
- Actively manage the safe working practices in the team and as far as you are able, protect your own and others health and safety.
- Cultivate proactive team spirit by supporting regular and systematic meetings and joint planning exercises.
- Support the Early Learning Coordinator to implement best practice performance management and support strategies for employees that enable clearly defined goals and develop opportunities.
- Ensure compliance with established policies and procedures and that these policies and procedures continue to align with legislative and statutory requirements.
- Model a positive culture in all interactions with staff, colleagues, clients and all external stakeholders.
- Work directly with room leaders and teachers to support a culture of openness and ambition.
- Develop, promote and involve Educators in creative initiatives to share good practice.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- 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. Performance indicators

- These are optional for the time being but will be mandatory as a performance management and development framework (and process) evolves.
 - Group in key areas (e.g. Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if inexistence) with headings in order of importance and insert the results expected and how they will be measured.
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Qualifications

- Early Childhood Teacher qualification as per the Education and Care Services National Regulations and the Children Services Regulations of Victoria
- Current National Police record check.
- Current Driver License
- Victorian Working with Children Check
- Preferable current First Aid HLTAID 012
- Preferable current CPR HLTAID 009

Experience

- A sound knowledge of the approved learning frameworks
- A sound discipline knowledge including the underlying principles of early years gained through experience, education and / or training

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - Understanding of the implementation of current quality assurance processes.
 - Demonstrated ability to involve parents in the development and implementation of the program.
 - Ability to plan, work and, manage time effectively without direct supervision.
 - Excellent interpersonal skills and an ability to communicate effectively with families, educators and other professionals.
 - Well-developed leadership and self-motivation skills.
 - Be team oriented.
 - Operate in a professional manner at all times.
 - Proven ability to develop, document and implement a developmentally appropriate educational program.
 - Be inclusive, collaborative and supportive
 - Demonstrate creativity and be innovative, flexible and resilient.
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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.

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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: