



POSITION DESCRIPTION

POSITION TITLE:		Team Leader – Pedagogy and Practice			
POSITION NO:		702466	CLASSIFICATION:	Band 7	
DIVISION:		Community Wellbeing			
BRANCH:		Family, Youth and Children’s Services			
UNIT:		Children’s Services			
REPORTS TO:		Coordinator Children’s Services			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council 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

To lead the pedagogical direction of Yarra Children's Services including Kindergarten, Long Day Care, Occasional Care and Outside School Hours Care.

The Pedagogical Leader will be responsible for:

- Leading the Pre-School Field Officer (PSFO) and the Access to Early Learning Facilitator (AELF)
- Professional development programs and networks for Yarra managed services and for the municipal services.
- Leading child consultation and facilitating voice of the child projects.

- Monitoring that the Quality Improvement Plans are current, collaborative and used to improve service delivery with the aim of achieving programs of excellence.
- Take a leadership role in Children's Service including leading projects, working groups and policy.

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 forms part of the Community Wellbeing Division. The branch consists of the following units:

- Children's Services
- Youth and Middle Years
- Family Services
- Service Planning and Development

As a member of the Children's Services Unit, the incumbent is required to pursue Branch and Divisional goals through effective teamwork within the Branch / Unit and with colleagues in other branches and divisions. This is achieved by developing sound working relationships with a range of internal and external parties and through active contribution to actions and strategies as set out in the [Council 0-25 Year's Plan](#).

The Pedagogy and Practice team is part of the Children's Services Unit, which consists of:

- Coordinator Children's Services
- Team Leader – Children's Services Operations – Early Years
- Team Leader – Children's Services Operations – Occasional and School Age Care
- Staff at Council managed Children's Centres
- Preschool Field Officer
- Customer and Business Support Team
- Access to Early Learning Facilitator

ORGANISATIONAL RELATIONSHIP

Position reports to: Coordinator Children's Services

Position Supervises: Pre-School Field Officer/s
Access to Early Learning Facilitator

- Internal Relationships:** Children's Services Unit leadership team, educators & staff
Maternal Child Health Staff
Family Services Support staff
Access Yarra Staff
Family, Youth & Children Branch staff
Wider City of Yarra Staff
Quality Resource Officer
- External Relationships:** Children and families
Children's services organisations, peak bodies and networks
External children's services
Department of Education and Training
Training organisations
External family support agencies

ORGANISATIONAL CONTEXT

KEY RESPONSIBILITY AREAS AND DUTIES

Quality Service Provision

As part of the Children's Services Leadership team:

- Support Yarra managed Children's Services to deliver high quality and responsive services for children and families.
- Lead a culture of continuous improvement and provide reflective, responsive, and flexible programs in line with:
 - 0-25 Years Family Youth and Children's Services Strategy
 - Yarra Council plans and policies
 - The National Quality Framework and approved learning frameworks
 - State Government legislative requirements
 - Contemporary pedagogical approaches, practice methodologies and evidence-based research
- Support and resource Educational Leaders in promoting educational programs that enhance children's learning.
- Encourage and ensure appropriate opportunities for community/service user engagement and participation in service delivery and quality improvement processes for all children's services.
- Play a leadership role in the recruitment and retention of quality early childhood educators.
- Work in partnership with the leadership team to deliver training and educational learning across the unit.
- Collaborate with youth services, Maternal & Child Health and playgroups to provide consistency in the messages delivered across the branch in regards to pedagogy and children's learning.
- Collaborate both with in family, youth and children's services and across council to provide a voice for children and families in the delivery of services and provide an integrated approach when possible.

- Provide network opportunities for educators across Yarra, with particular focus on early childhood teachers and the development of the networks.
- Promoting the key exceeding themes of community collaboration, reflective practice and embedded practice.
- Promoting family centred practice, trauma informed practice and inclusive practice.
- Lead in collaboration with the Team Leader of Children's Services Operations OSHC / Occasional Care, Team Leader of Children's Services Operations – Early Years and the Coordinator of Children's Services, the professional development program across the services.
- Lead networking and mentoring for educational leaders.
- Monitoring and feedback on educational programs, practice and environments in a strengths-based manner.
- Provide leadership in the recruitment of high-quality educators and support of traineeship programs.
- To seek, apply, monitor and acquit grant opportunities.
- Leading reflective practice across the services.
- Leading improvement projects and working groups.

Compliance and Assessment

- Lead the reviews of policy and procedures in consultation with the leadership team.
- Support each service to ensure they are achieving the highest possible standards of the National Quality Framework.
- Support Team Leaders to facilitate the introduction and implementation of policies and embed them across Children's Services.
- Work in partnerships with the Team Leaders to review operational procedures when required and to assist with the implementation and quality indicators and outcomes.
- In partnership with the Team Leaders to lead and establish appropriate processes and systems for services to implement quality assurance based on the individual requirements of services and work with educators to implement these processes as required.
- To lead a reflective and strength-based approach in the review of incidents and changes in programming and policy as required.
- In consultation with the Team Leader of Children's Services Operations OSHC / Occasional Care, Team Leader of Children's Services Operations – Early Years, AEL facilitator and PSFO, develop and distribute questionnaires, surveys and other related documents that will inform the quality assurance and continuous improvement process; collate and provide feedback to the Coordinator of Children's Services.
- Embed within the Children's Services team a culture of compliance and reflection based on the National Quality Standards and Regulations.
- Ensure compliance with the Occupational Health and Safety Act 2004.

Service Planning, Development and Coordination

- Work in partnership with the Team Leader of Children's Services Operations OSHC / Occasional Care & Team Leader of Children's Services Operations – Early Years across all Yarra-managed Children's Services programs to ensure consistent approaches to quality educational programs.
- Coordinate opportunities for community, family and child engagement in planning processes as relevant to the role.
- As a leader, support the creation of a positive, strength based environment that nurtures program improvements.
- Achieve Council and Branch objectives through successful service leadership.
- Develop partnerships and other collaborative service planning processes.
- Develop and support continuous improvement within the programs using evidence based research.
- Take a leadership role in the development and operation of parent engagement groups.
- Liaise with the Team Leaders about issues that arise in the services and inform the Coordinator of Children's Services in a timely manner.
- Take a leadership role in the development, implementation and review of the 0-25 years Family Youth and Children's Services plan.
- Manage and lead the Preschool Field Officer program and Access to Early Learning Facilitator program in line with DET guidelines.
- Act as a broker for the sector to provide information from key early childhood organisations such as Gowrie, FKA and Community Child Care.

OHS and Operational

- Assist with the implementation of risk management policies, procedures standards, guidelines and instructions.
- Support the leadership team and OHS representatives in their duties and or requests.
- Promote safe, healthy and environmentally friendly environments for children.
- Support and resource Yarra-managed services to plan and implement inclusive programs in line with Council policies and quality indicators for individual programs. Work with and support PSFO and AELF to do same.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Pedagogical Leader is directly accountable to the Coordinator of Children's Services. The incumbent will take the lead in the development and quality of the programs across all children's services in Yarra. This encompasses the programs for the Early Learning Centres, Kindergartens, Occasional Care, After School Care and Vacation Care.

Extent of Authority

The incumbent has the autonomy to act on all day to day matters for projects/service delivery relating to the position objectives including the management of the PSFO & AEL program.

The incumbent is required on an ongoing basis to liaise with and report to the Coordinator of Children's Services regarding decisions that will have a major impact on outcomes and/or the overall functioning of the branch.

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.

Sustainability

Embrace the following Sustaining Yarra principles through day to day work:

- Protecting the Future
- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

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
- Culture

JUDGEMENT AND DECISION MAKING

The Pedagogical Leader will be required to demonstrate strong ability to problem solve. They will use theory, latest research and their specialist knowledge to support the development of policy and procedure and to guide educational programs. Drawing on experience and expertise in children's services the pedagogical leader will respond to complex needs in an appropriate and sensitive manner. Whilst required to work independently, more complex issues should be brought to the attention of the Coordinator of Children's Services.

SPECIALIST KNOWLEDGE AND SKILLS

- A sound understanding of the rights of children and families as reflected in the Early Childhood Australia Code of Ethics.

- Highly developed communication and collaborative skills.
- Broad experience and contemporary professional knowledge in the provision and management of early education and care.
- Strong experience in the delivery of children's services programs as reflected in the National Quality Standard.
- Knowledge and direction of the State and Federal government as they relate to early education and care.
- Experience in the ability to improve professional practice by providing meaningful learning opportunities for both educational leaders/ and educators based on current research and theory.
- A strong working knowledge of the National Quality Framework, The National education and Care regulations, Occupational health and safety obligations.
- A strong working knowledge of the Child Safe standards.
- Highly developed computer skills including Microsoft word and Excel.

MANAGEMENT SKILLS

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands.
- The ability to mentor Centre Coordinators, educational leaders, and educators to ensure the delivery of high quality programs that are based on current and best practice.
- Ability to lead funded programs, including but not limited to the PSFO and AELF programs.
- Project planning, implementation and delivery skills.
- Lead the team in the development of innovative and creative high-quality service delivery encouraging community and family engagement.
- Ability to solve problems through discussion and negotiation within a set timeframe.
- Provide high quality specialist advice to management on development and resourcing plans.
- Contribute to strategic planning initiatives within the branch.
- Ability to lead working groups and deliver on outcomes.
- Produce high level reports plans and recommendations for management and Council.

INTERPERSONAL SKILLS

- Ability to mentor and coach educational leaders, coordinators and supervisors.
- Ability to advocate for and conduct child and family consultation in an ethical and effective manner.
- Represent the organisation and develop and maintain partnerships with key stakeholders.

- Embed a culture of strength based practice.
- Skills in negotiation and consultation
- Ability to work as part of a team and encourage the leadership in children's services to work with an integrated approach.
- Ability to speak publicly and present on topics relevant to early childhood or on unit matters (such as community consultation).
- High level of problem solving.
- Strong oral and written communication.
- Ability to write complex and detailed reports influencing the direction of the policy of the branch.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in early childhood.
- Experience in the leadership and management of children's services.
- A VIT membership.
- A post graduate qualification (desirable).
- Training and assessment qualifications (desirable)

KEY SELECTION CRITERIA

1. Demonstrated ability to plan and implement quality improvement projects in children's services.
2. Excellent understanding of the Quality Improvement Plan process and exceeding themes.
3. Excellent understanding of current best practice approaches to inclusion, trauma and family centred.
4. Demonstrated leadership, mentoring and coaching skills with a strength based approach.
5. Demonstrated experience working independently and in collaboration, with an innovative and flexible approach to work.
6. Demonstrated ability to form relationships with a range of stakeholders including the ability to adjust communication styles, gain buy in and influence decisions.