

## JOB DESCRIPTION FORM – EDUCATIONAL LEADER

<b>Position Title:</b>	Educational Leader		
<b>Service Location:</b>	Saranna Early Childhood Education and Care Centre		
<b>Program: (If applicable)</b>		<b>Hours:</b>	Part time 60hrs FN
<b>Reporting to:</b>	Centre Manager	<b>Award Classification:</b>	Children’s Services Award 2010
<b>Our Vision</b>	Healthy, inclusive and harm-free communities		
<b>Our Mission</b>	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
<b>Our Values</b>	<b>Empowerment, Diversity, Compassion, Integrity and Hope</b>		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b style="color: red;">We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
<p>The Educational Leader is the person responsible for leading the development and implementation of educational programs in the service as per the National Quality Framework (NQF)-National Law and National Regulations, National Quality Standards and approved learning frameworks.</p> <p>The Educational Leaders works in collaboration with the centre manager ensure the educational programs are of the highest quality promoting healthy development, wellbeing and learning for children engaging in the service.</p> <p>The Educational Leader will inspire and mentor educators to plan, implement and evaluate fun and educational program activities that reflect learning frameworks. They will build and maintain positive relationships with children, families, educators and staff to deliver best outcomes for families and children.</p>			
<b>Duties and Responsibilities:</b>			
<b>General:</b>			
<ul style="list-style-type: none"> <li>• Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.</li> <li>• Participate as a valued team member promoting and contributing to a supportive team environment.</li> <li>• Provide support to and share expertise with other staff, students and volunteers.</li> <li>• Participate in staff meetings, supervision, training and team planning workshops.</li> <li>• Contribute to the development, implementation and evaluation of the service model.</li> <li>• Contribute to Cyrenian House continuous quality improvement processes.</li> <li>• Work in accordance with Cyrenian House Code of Conduct.</li> <li>• Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment.</li> <li>• Contribute to and promote the implementation of the Standards on Culturally Secure Practice.</li> <li>• Other duties as required.</li> </ul>			

**Program Development & Practice Key Tasks:**

- Ensure Saranna Early Childhood Education and Care Centre facilitates a play-based learning environment and develops learning programs responsive to children’s ideas, strengths and abilities that inspire independent learners.
- Lead and facilitate the successful planning, implementation and evaluation of a program for the service that is reflective of an approved learning framework; the Early Years Learning Framework (EYLF) &/or My Time Our Place (MTOPE).
- Ensure the early childhood program meets the goals of the approved learning framework (EYLF &/or MTOPE) to help children develop:
  - a strong sense of their identity
  - connections with their world
  - strong sense of wellbeing
  - confidence and involvement in their learning; and
  - effective communication skills
- Supervise the collection, recording and evaluation of children’s records and observations, as required under the National Quality Standard and regulatory authority and ensure all educators within the service comply with these requirements.
- Implement inclusive practice and lead an environment which honours diversity.
- In collaboration with the centre manager, assist with the development, implementation and update of the quality improvement plan and processes for the service.
- Oversee educators within the service and support them to develop an educational program based on their knowledge of each individual child.
- Supervise the documentation of children’s developmental needs, interests, experiences and participation in the educational program in a variety of ways.
- Oversee the assessment of children’s developmental progress against the learning outcomes, establishing further learning goals.
- Work with children, families and educators to achieve optimal learning and developmental outcomes.
- Provide mentorship to educators to support children’s learning through investigation and projects.
- Provide supervision to educators to critically reflect on all aspects of the educational program, suggest improvements and continue to evolve as an educator.
- Lead, guide and mentor educators in conjunction with the manager to develop and review Professional Development Plans to challenge educators to reflect on pedagogical practices following the Professional Development Policy.

**Children’s Health and Safety Key Tasks:**

- Promote child wellbeing and prevent harm to children and young people by adopting and adhering to the National Principles of Child Safe Organisation.
- Maintain and demonstrate an extensive knowledge of child Protection legislation and its implications for the care and protection of children.
- Ensure compliance as a mandated reporter in accordance with the Child Protection Policy and Procedure.
- Recognise and report misconduct, illegal or inappropriate behaviour to the centre manager.
- Inform the centre manager of all allegations or convictions of a child protection nature against an employee, of which you become aware.
- Ensure policies and procedures are adhered to ensure the children are safe and adequately always supervised.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Educational Leader	V2	HR	11.04.2022	11.04.2023	Page 2 of 5

- Ensure children do not leave the service premises except in accordance with the National Regulations- collected by a parent or authorised nominee or in emergency evacuation situations; risk assessed excursions or regular outings.
- Follow policies and procedures to ensure visitors to the service are always supervised.
- Maintain and demonstrate an extensive knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to children and educators.
- Ensure correct manual handling techniques are followed and assist by identifying manual handling hazards and risks within the service.
- Follow policies and procedures to always maintain correct educator to child ratios.
- Respond positively and consistently to children’s additional needs including adjustments and requirements; diet and allergies; developmental needs.
- Ensure a high standard of hygiene in compliance with procedures and policies.
- Ensure the administration of first aid or medication in compliance with relevant policies and procedures.
- Ensure reporting of serious incidents to the regulatory authority within 24 hours in accordance with Education and Care Services National Regulations.

**Physical Environment Key Tasks:**

- Lead, guide and support educators to create a safe, supportive, stimulating and educational environment for all children.
- Collaborate with the centre manager to resource the services with appropriate equipment and ensure the team maintain the aesthetics of the environment and ensure all resources and equipment are respected and maintained at the service.
- Ensure the physical environment complies with the licensing requirements of the National Regulations and Australian Safety Standards for all equipment and resources.
- Assist the centre manager with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.

**Staffing Arrangements Key Tasks:**

- Demonstrate a thorough knowledge of the Code of Ethics (Early Childhood Australia Inc.) and always act within these guidelines.
- Demonstrate leadership skills in education and management in relation to the service program.
- Contribute positively and effectively to the team environment to ensure smooth operation of the service.
- Promote a healthy team environment and develop positive channels of communication to foster a cohesive team environment where educators feel supported and valued.
- Participate in ongoing professional development and training programs.
- Keep up to date with current trends and issues in Early Childhood Education and Care and share information with the centre manager and educators to support research-based practices within the service.
- Attend staff meetings and family meetings and management meetings as required.

**Relationships with Children Key Tasks:**

- View and respect children as competent and capable.
- Promote positive, comforting and nurturing relationships with children.
- Act as a positive role model, demonstrating appropriate behaviour and language.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Educational Leader	V2	HR	11.04.2022	11.04.2023	Page 3 of 5

- Communicate with children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Ensure children are respected and their rights are being met (United Nations Convention Rights of the Child- CRC).

#### **Continuous Quality Improvement:**

In collaboration with the Manager and 2IC:

- Develop, implement, monitor and review policies and procedures to ensure best practice in service delivery.
- Support the implementation and development of the Quality Improvement plan.
- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Lead and promote an understanding of the NQS, the NQF and the curriculum framework documents within the team/room.
- Contribute to the continuous improvement of the service through reflective practice.
- Record any identified opportunities for improvement.

#### **Collaborative Partnerships with Families and Communities Key Tasks:**

- Promote clear communication between the management team, educators and families
- Build effective networks and maintain community links with relevant community organisations and government agencies as required.
- Provide support to the centre manager to manage events and experiences with children which promote awareness of our community and reflect child centred learning.
- Assist the centre manager to ensure students on placement are positively welcomed, supported and effectively supervised.
- Promote, support and guide educators to encourage families to participate in service decision-making and experiences relating to the educational program.

#### **Leadership and Service Management Key Tasks:**

- Strive to achieve 'Service' goals and ensure the centre's statement of philosophy is reflected in daily practice.
- Provide regular reports and information regarding the educational program and educator progress to the centre manager.
- Ensure that the centre manager is informed of current issues within the service relating to the educational program.
- Report directly to the centre manager, any problem arising, which could affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service.
- Maintain confidentiality of sensitive information in relation to educators, staff, families, children and the service in line with the Privacy and Confidentiality Policy and Procedure.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Educational Leader	V2	HR	11.04.2022	11.04.2023	Page 4 of 5

**Selection Criteria:**

**Essential competencies and experience:**

- Bachelor of Education in Early Childhood Education or Diploma of Children's Services or equivalent as recognised by the Education and Care Services National Regulations 2012.
- Extensive knowledge of child development and knowledge of current quality care and education practices.
- Solid understanding of Early Years Learning Framework.
- Ability to meet requirements for Nominated Supervisor under the National Regulations.
- Knowledge and understanding of National Quality Framework including Standards and associated Regulations.
- Demonstrated problem solving, conflict management, and mediation skills.
- Highly developed verbal, written and communication skills.
- Well-developed organisational and time management skills.
- Experience leading and motivating staff.
- Experience integrating an anti-bias ethos across the daily operations of a service.
- Computer literacy and office skills.
- Commitment to continuous improvement.
- Excellent interpersonal skills, with the ability to be open and responsive and to work in a team environment.
- Confidence to work with minimal supervision to complete daily tasks.

**Required Clearances:**

- Full work rights.
- Current Working with Children's Check and National Police Clearance.
- Current First Aid Certificate
- Current driver's License and reliable vehicle
- Current food safety handling training
- Current child protection training

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_