



POSITION TITLE	Educational Leader
AWARD AND CLASSIFICATION	Early Education Employees Agreement 2020
DIRECTORATE	Corporate & Community Development
BUSINESS UNIT	Kindergarten
REPORTS TO	Team Leader Kindergarten
SUPERVISES	Early Years Teachers and Educators Students and volunteers
EMPLOYMENT STATUS	
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

The Educational Leader will plan, supervise, implement and evaluate a quality kindergarten program within their service. They will comply with the Educational and Care Services National Regulations 2011 and the National Quality Framework standards. They will use leadership strategies to ensure the team provides a safe, educational and caring environment. The Educational Leader is also the appointed Nominated Supervisor at the designated service as per regulatory requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

Programming

- Deliver a stimulating, quality and educational program for children according to the Children’s Services

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

Regulations (2011) and Education and Care Services National Law Act (2010), funding agreement with Department of Education and Training and in accordance with quality performance indicators of best practice.

- Have an understanding of integrated practices to enhance children's learning outcomes.
- Implement effective school transition programs in collaboration with teachers, educators, school personnel and families.
- Plan, implement and evaluate the programs effectiveness in catering for individual children and group needs by recording child's progress, learning and development, and reflecting on the progress at end of each term.
- Encourage and involve parents in all aspects of their child's kindergarten experience by encouraging and involving them in the early years program and through the Parent Group.
- Keep all parents informed of the early years program by documenting and displaying the program, outlining the learning objectives and goals of the program and actively seeking input from parents into program development.
- Work with children with additional needs including working closely with the family and supporting professionals in integrating the child into the kindergarten service.
- Improve professional knowledge and skills by attending relevant training programs throughout the year, ensuring implementation of increased skills.
- Provide a safe, nurturing and stimulating environment for all children attending the kindergarten service.

Management

- Assist the Early Years Team Leader in administering and managing the service on a day to day basis.
- Assist the development of policies and procedures.
- Assist the Parent Group to maximise parental involvement in the program, with fundraising and attending meetings as required.
- Prepare reports to the Early Years Team Leader on the kindergarten program and attend relevant meetings as required.
- Ensure that any equipment or material requiring repair or replacement or is unsafe for children attending centre is attended to immediately.
- Ensure the registering and administering of medication in accordance with Education and Care Services National Regulations 2011
- Ensure all records in relation to accident/injury/trauma and medication are kept in accordance with Educational and Care Services National Regulations 2018 and Council Procedural guidelines.
- Report any incident to the Early Years Team Leader according to Educational and Care Services National Regulations 2011 and Council Procedural Guidelines.
- Adhere to the council's purchasing procedural guidelines including the use of Visa Cards.
- Ensure that the kindergarten service is managed in accordance with the Education and Care Services National Regulations 2011, The National Quality Framework Standards and Council Procedural Guidelines.
- Work in consultation with Council risk officer and appropriate staff to report and analyse incidents, damage and hazards occurring at the site.
- Responsible for working with Council risk officer to develop and manage a contingency plan for the site.
- Encourage the public to respect Council property.
- Ensure appropriate processes are in place to secure the building and assets.

Administration

- Ensure each child's records including child's family and medical history, child progress, learning and development are maintained and is used to assist in planning for the child's individual needs.

- Ensure the day to day administration tasks of the kindergarten are met by all kindergarten teachers and educators.
- Keep all records and information contained in the child records confidential according to Education and Care Services National Regulations 2011 and Council Policy.
- Accurately keep and maintain an attendance, medical and accident book.
- Inform Council within 48 hours of any vacancy within the kindergarten Report to the Early Years Team Leader any new equipment needed for use in the future development of the kindergarten service.
- Maintain an adequate supply of equipment and materials, as per the Purchasing Procedural Guidelines

Educational Leadership

- Supervise and direct teachers and educators in appropriate work with children, and in the preparation and maintenance of the kindergarten surrounds and equipment.
- Support the professional development and understanding of integrated practices with co-workers and other kindergarten professionals.
- Facilitate and participate in team teaching with all staff to ensure programs and documentation meet the needs of all children and families.
- Supervise and direct students on placement and liaise with educational facility on their progress as required.
- Conduct professional development and enhancement program plans and annual reviews with kindergarten teachers and educators as required.

Community Development

- Liaise with the Early Years Team Leader and other family/children services in Wodonga on a regular basis to ensure the smooth transition from one service to another.
- Participate in planning and evaluating Early Childhood Services as necessary.
- Attend meetings related to children's services as requested by the Early Years Team Leader.
- Undertake education to keep abreast of current early childhood theories, research and practices.
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Accountability and Extent of Authority

This position is accountable for:

- Working with and leading a team of early childhood professionals implementing a shared vision and goals.
- The efficient and effective delivery of a quality kindergarten program in accordance with the curriculum guidelines and ensuring that the Education and Care Services National Law Act (2010) and Education and Care Services Regulations 2011 are adhered to at all times.
- The development and continual monitoring of a quality improvement process.
- Leading a team within the tandards of the National Quality Framework and aim for excellence.
- Continual progression towards validation processes leading to exemplary level.

The position is authorised to:

- Make recommendations to early years team leader on policies and procedures.
- Make recommendations regarding children's progress, children requiring a second year of preschool, and any additional resources required for a child.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust Talk straight – Say what you mean and mean what you say

 Create transparency – Do not withhold information unnecessarily or inappropriately

 Right wrongs

 Practice accountability – Take responsibility for results without excuses

 Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect Treat other people with courtesy, politeness and kindness, no matter what their position or opinion

 Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values

 Keep confidences

 Do what you say you will do to the best of your ability

 Be open about mistakes

 Speak of those that are absent only in a positive way

Learning Work together and learn from each other

 Continuously improve and innovate

 Be open to change

 There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Being organised and prioritising daily and weekly activities, including for any staff the position supervises.
- Developing plans to meet position requirements including for staff the position supervises, and performing tasks according to established practices and procedures.
- Work to resolve problems and determine appropriate action including for staff the position supervises and escalate issues appropriately.
- The ability to use judgement to make decisions on the selection of the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the work, and resolve problems of a moderately complex or technical nature that may not have been faced previously using procedures,

guidelines, professional and technical knowledge, requiring creativity and originality.

SPECIALIST KNOWLEDGE AND SKILLS

- Sound knowledge of current child development and the planning and assessment of children aged 0-8yrs;
- The ability to provide the children attending the centre with a safe, warm and caring environment;
- Sound knowledge of local community services, programs and services relevant to young children and families;
- Excellent understanding of policies, principles and regulations relevant to the provision of the service;
- Sound knowledge of the issues and needs that affect young children and families;
- Sound administration skills;
- Excellent negotiation and conflict resolution skills;
- The ability to adapt to new concepts and ideas in relation to the kindergarten service;
- The ability to use initiative to improve the operation of the kindergarten and contribute to the future direction of the service through recommendations to the Early Years Team Leader on opportunities for improvement;
- The ability to work without supervision;
- The ability to manage queries and requests from families and students and advise on operational issues and regulations;
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MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks for self and any staff the position supervises.
- Meet deadlines, as discussed with the supervisor.
- The ability to receive and follow directions from a supervisor and seek workload management support when required.
- Identify and arrange instruction and training to any staff the position supervisors to ensure they understand and are able to meet their position requirements.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk, compliance and quality assurance and report issues that do not meet organisational and legal requirements.
- Take care of own safety and wellbeing and that of other staff, and ensure that OHS procedures are followed including by any staff the position supervises.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.
- Knowledge of personnel practices applicable to the employees being supervised and the work being performed.
- Ability to provide employees under supervision with on-the-job training and guidance.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team, with the ability to gain cooperation from others including any staff the position supervisors.
- Maintain confidentiality as required.
- Document work and work instructions according to established practices.

- Develop effective working relationships and communicate effectively with other employees and external stakeholders including clients and members of the public.
- Provide accurate advice (oral and written) and quality service in the areas of responsibility of the position.
- Advanced verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of moderately complex problems.
- Advanced written communication skills to communicate with clients, members of the public, and other employees and enable the preparation of routine correspondence and reports in field of expertise.
- Ability to gain cooperation and assistance from clients, the public and other employees in the administration of well defined activities, and employees in the supervision of these employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters, and with other employees outside work unit to resolve intra-organisational problems.
- Ability to lead, motivate and develop employees.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Early Childhood Teaching Qualification – Preferred 4 years tertiary as approved by Department of Education and Early Childhood.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

- Victorian Working with Children Check (required to be supplied by the employee or prospective employee prior to commencement, and renewed as required)
- Victorian Institute of Teaching registration
- Level 2 First Aid Certificate.
- Anaphylaxis certificate (First Aid Management of Anaphylaxis 21659VIC, or Course in Anaphylaxis Awareness 21827VIC)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:




- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Bachelor of Education (Early Childhood).
2. Sound knowledge of the needs and issues that affect young children and families.
3. Excellent understanding of policies, procedures and regulations relevant to the provision of the service.
4. Excellent negotiation and conflict resolution skills
5. The ability to adapt to new concepts and ideas in relation to the early years unit.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.			

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required

People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements

Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care

Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Service delivery	Providing learning service to children and families	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with families Interaction with children Liaison with external stakeholders Setting up of educational play spaces Preparing resources Maintenance order and cleanliness of environment Supervision of others 	Walking				X
			Standing				X
			Sitting		X		
			Bending				X
			Kneeling		X		
			Squatting			X	
			Carrying <5kgs			X	
			Lifting up to 15kg			X	
			Twisting			X	
			Neck rotation				X
			Fine motor skills		X		
			Reaching			X	
			Provide instructions				X
			Maintain concentration				X
			Decision making			X	
			Complex problem solving			X	
			Interaction with others				X
			Exposure to confrontation			X	
			Respond to change			X	
			Prioritisation				X
Walking				X			
Standing				X			
Sitting		X					
Bending				X			
Kneeling		X					

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Administration	Desk based duties relating to the role	<ul style="list-style-type: none"> • Liaison with staff of all levels • Filing of children's forms ie: enrolment forms, medication forms etc. • Phone use • Computer use • Yard checks • Use of multiple computer systems and software's • Staff meeting minutes • Facilitating and attending meetings • Program writing • Reporting 	Walking		X		
			Standing			X	
			Sitting				X
			Reaching		X		
			Fine motor skills				X
			Neck rotation				X
			Provide instructions			X	
			Maintain concentration				X
			Decision making			X	
			Simple problem solving		X		
			Interaction with others			X	
			Respond to change		X		
			Exposure to confrontation		X		
			Respond to change				X
			Prioritisation				X