

Position Description



Child Care Team Leader

Level:	Level 4	Department/Group:	Agency Services
Position Type:	Part Time	Reports To:	Council Service Manager
Location:	Community Based	Employment Conditions:	Victoria Daly Regional Council Enterprise Agreement 2015-2017

Special Requirements:

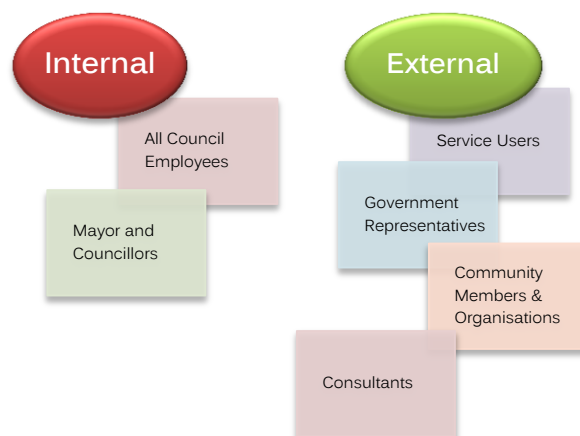
Prior to Commencement - The occupant of this position must hold:

- National Criminal History Check - Issued within the last 3 months
- Valid Working with Children Clearance Card
- Current First Aid Certificate
- Obtained a Certificate III in Child Care or equivalent
- A Diploma in Early Childhood Education & Care or actively undertaking Diploma study or equivalent is essential.

Organisational Structure:



Position Liaises:



Job Description

ROLE AND RESPONSIBILITIES

This position is responsible for managing the day to day operations of the Child Care Centre by providing quality Early Childhood Education and care to all children and developing good relationships which support their families.

- Manage the provision of quality Early Childhood Education in accordance with the Code of Ethics of the Early Childhood Australia.
- Provide and promote an active healthy lifestyle and nutrition.
- Assist in developing quality improvement plans.
- Maximise the number of children attending the service.

- Liaise with Remote School Attendance Strategy or build and maintain relationships with workers.
- Ensure there is an actively anti bias approach which is reflected in interactions with children, families and staff.
- Ensure all team members develop and maintain positive relationships with the children's families which are comforting and nurturing.
- Ensure a safe, supportive, stimulating and educational environment is provided for the Children using approved learning framework.
- Ensure the implementation of daily routines is undertaken by the team.
- Ensure that the Children are safe and adequately supervised at all times.
- Ensure all records relating to children's information is up to date, relevant and kept confidential.
- Ensure a high standard of hygiene in compliance with procedures and policies.
- Maintain supplies and equipment for the centre.
- Consistently adhere to defined Work Health & Safety (W.H.&S.) and Equal Employment Opportunity (E.E.O.) policies, procedures and legislation.
- Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Diploma in Early Childhood Education and Care or currently undertaking Diploma study or equivalent. (essential)
2. Completed Certificate III in Child Care or equivalent (essential)
3. A current First Aid Certificate (essential)

PREFERRED SKILLS AND EXPERIENCE

1. Demonstrated ability to be able to lead, manage and develop staff from a range of backgrounds and in a cultural context.
2. Ability to be able to demonstrate a caring, supportive and nurturing attitude towards children and their families.
3. Excellent relationship management skills with the ability to be able to negotiate consult and network with all levels of staff and stakeholders.
4. Ability to work in a challenging, culturally diverse environment and respect the values, customs, preferences and beliefs of the children's families.
5. Ability to be flexible and enthusiastic towards undertaking a variety of tasks that add value and quality to Early Childhood development.
6. Well developed communication and negotiation skills and the ability to be sensitive.
7. Ability to maintain Child confidentiality.
8. Ability to maintain client confidentiality.

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Child Care Team Leader

SPECIAL REQUIREMENTS

- National Police Check - Issued within the last 3 months
- Valid Working with Children Clearance Card
- Attained a Certificate III in Child Care or equivalent and
- Hold a current First Aid Certificate
- Valid Australian Driver's Licence

APPROVAL

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2015-2017.

Russell Anderson – A/Chief Executive Officer

Created:	July 2008	Version:	2	Reviewed:	February 23, 2017
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