

# POSITION SUMMARY

## EDUCATIONAL LEADER (573)



<b>Directorate</b>	Cultural & Community Services
<b>Section</b>	Children's Services
<b>Classification</b>	Band 3, Level 1, Grade 5
<b>Position Status</b>	12 month Parental Leave Contract – FT
<b>Commencing Salary Range</b>	\$1211.50 to \$1272.83
<b>Reports to</b>	Children's Services Coordinator
<b>Direct Reports</b>	Nil
<b>Work Location</b>	BRC Children's Services

### Position Purpose

The position of Educational Leader is responsible for overseeing the educational program delivered within Scallywags Long Day Care and Preschool and Bathurst Family Day Care.

### Key Responsibilities

- To ensure the wellbeing and development of children at Councils Child Care Service and Family Day Care.
- Work with Educators to ensure a safe and stimulating environment for children is provided that encourages the development and wellbeing of the children.
- To lead the staff across Children's Services to develop, document and deliver a high-quality education program for children and families consistent with relevant legislation and trends.
- To provide pedagogical leadership to the Long Day Care and Family Day Care staff across Children's Services through guidance, mentoring and support.
- To support the Centre Coordinator and Family Day Care Coordinator to monitor and direct a high-quality education program for children.
- Provide direct support to Early Childhood Teachers and Centre Cook.
- To manage, maintain and evaluate Children's Services educational resources and Resource Management System.
- To coordinate effective communication with stakeholders on all aspects of education.
- Case manage and support educators in management of children's behaviours.
- To undertake on the floor roles and relief where required.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Degree in Early Childhood Education
- A sound knowledge of Early Years Learning Framework and ability to develop and implement a high-quality educational program.
- A working knowledge of National Quality Standards, Education and Care Regulations and National Law.
- Teaching experience in an Education and Care setting.
- Experienced in the provision of a quality educational program for children aged 0 to 5 years of age.
- The ability to work cooperatively and flexibly within a team environment.
- Experience in guiding and leading a team.
- Well-developed interpersonal and communication skills.
- Current approved First Aid, Emergency Asthma Management and Anaphylaxis Management training.
- Current HLTAID010 Provide cardiopulmonary resuscitation
- Current approved Child Protection Training (CHCPRT001)
- Ability to take on the Role of Responsible Person when required
- Able to comply with the requirements of Child Safe Standards including the Child Protection (Working with Children) Regulation 2013 through the provision of a Working with Children Check clearance and the services Child Safe guidelines, policies, and procedures.

### Desirable

- Experience working as an Educational Leader role in an Education and Care setting.
- Understanding of Family Day Care and guiding children's learning in the education setting.
- Excellent computer skills, experience with Storypark or website management.
- Knowledge of the local community.
- Understanding of the Child Safe Standards and how to support the service in the implementation of these requirements as embed practice.
- Experience in policy review and writing process

## Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

## Employment Conditions

- Full time 35 hours per week, Monday to Friday 9:00am to 5:00pm with a rostered day off every three weeks.
- Probationary period of 3 months
- Four weeks annual leave (pro rata)
- Superannuation of 10.5% paid by Council
- Pre-employment medical including functional, audio and drug and alcohol testing is required as part of selection process.

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