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| **Position Title:** | **Lead Educator** |
| **Position Status:** | Permanent |
| **Department:** | Community Services – Child Care |
| **Location:** | Normanton |
| **Award Classification/Level:** | Based on Experience & Qualifications |
| **Hours of Duty:** | 40 hours/week |
| **Award & Enterprise Agreement:** | Children’s Services Award – State 2006 & Carpentaria Shire Council Administrative Agreement 2013 |
| **Delegations:** | As per delegations register |
| **Reporting to:** | Child Care Director and/or Nominated Supervisor |

## Primary Objectives of the Position

The purpose of the Lead Educator is to provide care to children in the centre, at the discretion of the Nominated Supervisor

## Key Duties & Responsibilities

Duties and responsibilities include but are not limited to:

* Assist with co-ordination of the day-to-day operations of the Child Care Centre and ensure the service complies with relevant accreditation, licensing and legislative requirements.
* Responsibility for the care, health and safety, and education of children at the centre.
* Develop and maintain high quality programming and observations, documentation, safety and other services provided at the Child Care Centre in accordance with National Quality Framework of Australia.
* Provide documentation, advice and information on policy, planning, observations and child development on matters requested.
* Ensure all activities are in accordance with Council’s policies, guidelines and procedures.
* Assist with managing compliance reporting to relevant authorities.
* Implementation of the Early Years Learning Framework to ensure quality and consistency in the delivery of early childhood education programs.
* Implement and periodically review policies, procedures and programs to ensure the effective delivery of quality child care and the efficient operation of the Centre.
* Handle child care enrolment enquires from parents and allocate places in accordance with the Council Child Care Policy.
* Ensure appropriate enrolment forms are completed and maintained in accordance with Licensing and Council Regulations.
* Collect fees, issue receipts and forward monies to the Council Administration Office.
* Provide parent educational material and newsletters as required.
* Supervise the duties of centre-based staff and ensure that appropriate standards in education and care are maintained at all times.
* Maintain a participative approach whilst encouraging staff input and involvement.
* Promote and monitor the personal development of qualified staff members and provide supervision and guidance to trainees undertaking Certificate III or Diploma studies in Children’s Services.
* Preserve levels of high morale through appropriate staff rostering, delegation and the promotion of teamwork.
* Ensure effective and confidential communication between staff and parents/carers of children at the Centre.
* Attend centre-based staff meetings and other relevant meetings and in-service courses for professional and team development purposes.
* Ensure a high standard of cleanliness and safety for both children and staff at the Centre.
* Ensure a safe work environment for all employees.
* Liaise with the Nominated Supervisor on ways to actively improve and enhance the quality of child care provided.
* Undertake other duties as instructed.

## Skills, Knowledge and Qualifications

### Skills

* Ability to effectively supervise and manage an education and child care service.
* Ability to communicate and negotiate effectively in a sensitive, authoritative manner with the wide range of persons connected to the Centre.
* Ability to communicate sensitively and appropriately with all cultures.
* Demonstrated leadership and motivational ability in relation to child care staff, including staff performance appraisal.
* The ability to exercise initiative and sound judgement consistent with the objectives set by Council.
* Ability to provide mentoring and support for Trainees and staff undertaking further study.
* High level of written and oral communication skills.
* Ability to maintain a high level of confidentiality.

### Knowledge

* Knowledge and understanding of the provision of education and care to children.
* Knowledge and understanding of Child Care Legislation and Regulations which relate to the operation of a Child Care Centre.
* Knowledge and proven skills in programming and documentation using the Early Years Learning Framework.
* Knowledge and Training in food safety andhygiene, child protection, asthma and anaphylaxis.

### Qualifications/Licenses

* At least three years’experience working as an Educator in education and care services, children’s services, or school or a higher qualification (mandatory)
* Current Apply First Aid Certificate, CPR Certificate and Asthma and Anaphylaxis certification
* Current class "C" driver's licence
* Working with Children Suitability “Blue Card”

## Key Selection Criteria

*Statements should address each individual point, maximum 2 pages in total length*

### Essential

* Working understanding of the Accreditation Guidelines.
* Thorough knowledge of the Education and Care Services National Law ACT 2010, Regulations 2011, including a demonstrated ability to interpret and apply legislative requirements.
* Demonstrated ability to communicate ideas effectively, using oral and written skills.
* Proven ability to undertake activities, working with children and their families, which will require the exercise of sound judgment, confidentiality, sensitivity and a high level of interpersonal skills.
* Ability to interact effectively with other people and supervise staff to achieve organisational goals.
* Ability to maintain a high level of confidentiality.

### Desirable

* Nil

## Workplace Health & Safety and Equal Employment Opportunity Requirements

## *Work Health and Safety (WHS)*

* Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm;
* Actively participate in WHS inductions and training;
* Participate in the development of safe work method statements and risk assessments with your supervisor when required;
* Wear personal protective equipment (PPE) in the prescribed manner and when required;
* Participate in workplace inspections if required;
* Take care of any plant or equipment of any kind, including telecommunication devices;
* Report all hazards, near misses and damage to Council’s property to the responsible Supervisor.

***Injury Management***

* Report all injuries or illnesses to the responsible Supervisor immediately;
* If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

***Risk Management***

* Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

***Equal Employment Opportunity (EEO)***

* Recognise the skills and talents of other staff members;
* Treat people fairly;
* Act to prevent bullying, harassment and discrimination against others in your workplace;
* Respect differences among your colleagues and customers such as cultural and social diversity.

## Workplace Health & Safety

## Workers have a duty to take reasonable care for their own health and safety while at work and also to take reasonable care so that their acts or omissions do not adversely affect the health and safety of other persons at the workplace.

## *While at work, a worker must—*

## take reasonable care for his or her own health and safety; and

## take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

## comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

## co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.