



## POSITION DESCRIPTION

<b>Position Title</b>	Professional Development Specialist/Educational Leader	
<b>Directorate</b>	Community	
<b>Service</b>	Children's Services	
<b>Responsible to</b>	Service Development Manager	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	IW0457	
<b>Status</b>	Permanent, Full-Time	
<b>Hours</b>	Based on a 35-hour week	
<b>Salary Point</b>	52 to 62	<b>Band/Level:</b> 3/2
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Pre employment Medical	
<b>Date reviewed:</b> March 2023		<b>Reviewed by:</b> Senior Manager Children's Services

## **POSITION PURPOSE:**

- Responsible for assessment of learning and development needs and the coordination, facilitation, delivery and evaluation of high-quality training, learning and development and mentoring support to educators working in Council's Children's Services including Early Childhood Services, Middle Childhood Services, and Family Day Care.
- Contribute to the development and maintenance of high-quality professional practices and standards in Council's education and care services that meet the National Quality Standard.

## **SELECTION CRITERIA:**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria:**

1. Certificate IV in Assessment and Training (TAA40104) or Certificate IV in Training and Assessment (TAE40110).
2. Bachelor of Early Childhood Teaching or equivalent.
3. Demonstrated knowledge and in-depth understanding of Education and Care Services National Law and Regulations, the National Quality Standard, child protection legislation and the Ombudsman Act.
4. Demonstrated knowledge of adult learning principles, including access and equity and the needs of CALD learners.
5. Substantial relevant work experience and demonstrated knowledge of Family Day Care, Preschools, Long Day Care, Outside School Hours Care and/or Vacation Care service environments.
6. Proven experience and demonstrated skills in mentoring individuals and teams and the development, delivery and evaluation of training and professional development programs to meet the specific requirements of groups of educators and staff
7. Proven high level verbal and written communication skills, demonstrated effective interpersonal skills and ability to communicate effectively with a wide range of people
8. Demonstrated knowledge of relevant research and factors that contribute to high quality early and middle childhood and family day care environments and practices
9. Demonstrated commitment and ability to foster an environment of life-long learning and continuous improvement, and motivate and lead educators to achieve high quality and professional practices and outcomes for children, families and team members
10. Demonstrated ability to work autonomously, determine priorities and take initiative, and achieve agreed outcomes on time and at the agreed standard.
11. Proven competence in Microsoft Word, Outlook, Excel and PowerPoint
12. Knowledge of and capacity to apply EEO, WH&S and Environmental Management principles in the workplace

### **Desirable Criteria:**

1. Ability to speak second language

2. Current Class C driver's license
3. Demonstrated appreciation of the complexity of Local Government, in particular the social, political and legal frameworks within which it operates

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

1. In conjunction with the Children's Services management team:
  - undertake analysis of staff training/learning and development support needs;
  - develop, prepare and deliver professional development programs or opportunities that meet identified needs of individual services and/or individual staff;
  - respond to enquiries for training / learning and development support and liaise with Council's Talent Management team to link staff with available providers / services where appropriate;
  - design, implement and evaluate learning plans for services;
  - facilitate and support staff to obtain or upgrade relevant education and care qualifications;
  - In conjunction with the Service Development Manager and Operations Manager, review and re-establish and implement an Educator Exchange Program and evaluate periodically
  - provide support to individual participants, including trainees, as required.
2. Contribute to the high quality and professional operations of Council's Children's Services by:
  - maintaining high quality standards in every aspect of work;
  - reviewing outcomes, records and evaluation on an ongoing basis;
  - Undertaking the role of 'provider assessor' as per requirements by NESA for ECTs; and
  - Supporting and mentoring ECTs in meeting the professional development requirements to maintain registration, i.e. 100 hours professional development over 5 years (full time), 7 years (part time and regular casuals); and
  - Providing additional QIP and assessment and rating (A&R) support where requested by Operations Managers.
3. Establish, nurture, and support an Educational Leader group in conjunction with Centre Coordinators/Directors by:
  - Mentoring and coaching Educational Leaders in their role;
  - Supporting them in their role as Educational Leaders so that there is flow on effect to the teams and can be evidenced by practices in each centre; and
  - Providing feedback on curriculum projects and educational documentation illustrating learning outcomes for children in conjunction with Centre Coordinators/Directors.
4. Collaborate with Centre Coordinators/Directors to determine needs of individual educators and the services as a whole to best meet all development needs
5. Develop, coordinate and promote an annual training calendar for educators and staff
6. Ensure training programs that are delivered are approved programs that comply with the requirements of the Education and Care Services National Regulations and Law 2011 and the National Quality Standard for all services
7. Provide learning and development programs for educators like in-service workshops based information gathered from result of parent feedback and/or complaints, where appropriate

8. Support services in aligning opportunities for grant funding with curriculum and/or needs of service and staff professional development
9. Support services in developing their own Research Action Projects – if applicable
10. Support services in bringing research into theories and outstanding practices into their service eg principles of forest schools, 0-2s brain research in Canada, Scandinavian practices in early childhood, Circle of Security
11. Collaborate with and consult with recognised educators advisory groups like the Aboriginal educators group in aligning development programs that align or take into account the group's charter and principles
12. Develop and implement policies and procedures that foster an environment of continuous improvement, innovation and professional development
13. Maintain relevant records, information and data in accordance with legislative records requirements; and maintain privacy and confidentiality of relevant information
14. Present Council's Education and Care Services in a professional manner at all times
15. Develop and maintain professional, respectful relationships with staff, parents and all internal and external stakeholders including training organisations, RTOs, relevant peak organisations and government bodies ensuring a high level of confidentiality, discretion and diplomacy is exercised at all times
16. Contribute to a collaborative and co-operative teamwork approach and work as an active member within the Children's Services' team to ensure efficient and effective operation of the service for Council and all stakeholders, including parents and families
17. Engage in on-going development opportunities and activities available within Council and the sector and area of work as the basis for continual personal and professional improvement
18. Effectively implement Council's corporate and Children's Services administrative processes, policies and procedures
19. Keep up-to-date with developments, changes, research to industry best practices, legislation and regulations relevant to the purpose and requirements of the position
20. Conduct other projects/duties as reasonably required by the Senior Manager Children's Services, Service Development Manager, and Director Community

## **KEY RELATIONSHIPS:**

### **Internal:**

- All members of Children's Services management and support team
- All business sections of Council
  - Managers
  - Employees
- Centre Coordinators/Directors

### **External:**

- Parents and families
- Community-based and private providers
- Family referral support organisations/agencies and/or child-related therapists
- Community members
- Software Providers

## WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

**Applicant Declaration**

I, ..... have read and understood the position description for the  
**Professional Development Specialist/Educational Leader** as detailed in this document.

Signature: .....

Date:     /     /