

Position Description

Position Title	Early Years Regional Team Leader
Position No	6311
Directorate	Community
Department	Children, Youth and Family Services
Unit	Early Years Services
Appointment Type	Fixed Term Part Time
Classification	Band 6
Location	Gisborne - all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Reviewed by People and Wellbeing	February 2023
Employee – Name	

Position Objective

To provide operational supervision and leadership to Early Years Teachers and Educators and ensure legislation, regulations, quality standards and compulsory training requirements are met. The incumbent will also work with kindergarten parent volunteers and support the Coordinator to implement service improvement initiatives.

Organisational Values

Macedon Ranges Shire Council are committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

Key Responsibilities and Duties

Educational leadership

- Review the delivery of high quality, evidence based early childhood education programs and practices.
- Ensure services comply with the National Education and Care Regulations, Act and that the National Quality Standards are embedded in practice.
- Oversee the development, implementation and evaluation of educational programs provided at Council's kindergartens to ensure they are meeting the requirements of the Victorian Early Years Learning Framework (VEYLF).
- Provide pedagogical leadership through on-site coaching and mentoring
- Encourage and support team members to acquire and utilise new skills and ideas aligned with service goals.
- Work with the service Nominated Supervisor to promote a shared approach to curriculum development and goal setting.

Service leadership

- Ensure Quality Improvement Plans are updated by services annually, provide feedback to Nominated Supervisor on opportunities for improvement and notify the Early Years Coordinator of opportunities to address barriers to implementation.
- Assist individual kindergartens to prepare and participate in the National Quality Framework Ratings and Assessment processes.
- Review parent survey data and identify opportunities to implement suggestions and feedback.
- Provide input into operational policies, procedures and plans relevant to Early Years Services operations.
- Provide after hours on call support on a shared roster basis to assist in ensuring each service is adequately staffed to meet educator-to-child ratios.
- Promote a culture amongst educators of reporting incidents and risks.

Staff leadership

- Support training and development opportunities for staff and contribute to planning training sessions conducted onsite as required for the educator team based on mandatory and professional requirements.
- Foster and model positive communication between staff and information sharing with early years team as appropriate.
- Contribute to operational models (session timetables and staff rosters) that maximises staff resources and budget.
- Develop and monitor performance reviews of staff as allocated through supervision and performance review processes.
- Report to the Coordinator in a timely manner about any concerns regarding teams, staff, program performance and parent concerns raised.
- Oversee the appropriate placement of students and volunteers in services to ensure they are best placed with a Teacher and provide support to supervising Teachers where required.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure staff are trained in and follow safe work practices, procedures, instructions and rules at all times.
- Ensure Incident and Hazard notifications are investigated and followed up.
- Participate in the review of kindergarten sites emergency procedures annually.
- Support the return to work plan for any injured worker designated to return to work within the Team Leader's work area.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Promote a culture of risk awareness and risk mitigation in all projects and programs.
- Ensure that identified risks are reported to line managers and risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policies and Procedures.

On call requirement

This position is required to participate in on call duties as defined in the key responsibilities and duties. Employees will be eligible for an allowance in line with the *Macedon Ranges Shire Council Enterprise Agreement 2019*, and rostered 'on call' on a rotational basis with other members in the Early Years unit. Changes to this arrangement may occur at the discretion of the Coordinator Early Years Services.

Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Coordinator Early Years Services
Supervises	Early Childhood Teacher – Nominated Supervisor Early Childhood Teacher Educator Diploma Educator Certificate 3
Internal Contacts	Council Staff
External Contacts	Community groups and organisations Community-based kindergartens Long Day Care Services State, Catholic and Private Primary Schools Local, State and Federal Government departments Members of the public and local business

Accountability and Extent of Authority

- Manage issues relating to service compliance, quality, and administration.
- Responsible for the accuracy of submitted timesheets and the prompt processing of same.

- Contribute to the review and development of policies and procedures within the Unit.

Judgement and Decision Making

- Make decisions on all matters that are within the responsibility of the position, ensuring that they meet the National Quality Framework including the Education and Care Services National Act and Regulations, National Quality Standards, Victorian Early Years Learning Framework, Council policies and established procedures. Problem solving issues that arise in accordance with the above legislation is required.
- Able to judge when situations require intervention from senior staff.

Specialist Knowledge and Skills

- Knowledge and understanding of the National Quality Framework in early year's services.
- Extensive knowledge of early year's programs and an understanding of best practice education and learning approaches for early childhood services.
- Well-developed leadership skills and proven ability to develop and coach team members in early year's services.
- Proven experience implementing service and program delivery requirements in an integrated environment.
- Demonstrated knowledge and ability to develop and support community groups, organisations and family and children's services.
- Effective written communication skills.
- Proficiency and sound knowledge of Microsoft office software packages, including, Microsoft word, excel and outlook.

Management Skills

- Ability to work with limited supervision and manage, plan and organise one's own work and work of direct reports.

- Ability to lead, develop and coach team members, supporting staff to perform effectively within their roles and boundaries of professional skills and competence.
- General operational planning skills with a capacity to meet changing demands.
- Demonstrate a consistently positive 'can do' approach and undertake a collaborative approach to achieving outcomes.

Interpersonal Skills

- Ability to work cooperatively and respectfully with staff and the general public.
- Ability to work as a member of a team.
- Ability to liaise with counterparts to discuss specialist matters to resolve internal issues and problems.
- Ability to engage people from varying backgrounds and experiences to ensure good outcomes for children.

Qualifications and Experience

- Degree or Diploma in Early Childhood with some relevant experience OR a less formal qualification with substantial experience in early years services.
- Experience in planning and delivering continuous improvement for services in a regulated environment.
- Leadership, coaching and mentoring experience.
- Experience in stakeholder engagement and management.
- Demonstrated experience in office administration functions and staff recruitment.
- Current Victorian Driver's License.
- Hold a current working with children check card or VIT card.

Selection Criteria

1. Degree or Diploma in Early Childhood with some relevant experience OR a less formal qualification with substantial experience in early years services.
2. Experience managing issues relating to service compliance, quality, and administration.
3. Experience in pedagogical leadership through on-site coaching and mentoring.

4. Experience in planning and delivering continuous improvement for services in a regulated environment.
5. Effective written communication skills
6. Experience in office administration functions and staff recruitment.
7. Hold a current working with children card or VIT card prior to commencement.

Note: Appointment is subject to the successful completion of a National Police check.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2022
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.