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**POSITION DESCRIPTION**

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| --- | --- |
| **POSITION TITLE:** | Supervisor Mobile Preschool |
|  |  |
| **POSITION NUMBER:** | 2019 |
|  |  |
| **GROUP:** | Corporate & Community Services |
|  |  |
| **BUSINESS UNIT:** | Corporate & Community Services |
| **SERVICE UNIT:** | Community Services |
| **SERVICE PACKAGE:** | Children’s Services |
|  |  |
| **REPORTS TO:** | Team Leader Children’s Services |
|  |  |
| **GRADE:** | 8 |
| **HOURS OF WORK:** | 38 hours per week |
|  |  |
| **LAST DATE OF REVIEW:** | February 2018 |
|  |  |
| **LAST DATE OF EVALUATION:** | August 2016 |
|  |  |

**Function Summary:**

This is a high quality customer service, educational lead and nominated supervisor role, supporting the Mobile Preschool team of educators in accordance with licencing and statutory requirements, the principles of early childhood development and best practice, and the needs of children and families.

This position is responsible for:

* Providing coaching to staff to enable them to provide a program that is in accordance with the national Early Years Learning Framework, the current Educations and Care Services National Regulations 2011, Education and Care Services National Law Act 2010.
* Acts as an educational leader for educators at the service, leading the implementation of the educational program and ensuring that clear goals for teaching and learning with the educator team are developed through a collaborative vision with regard to curriculum and pedagogy.
* To be active and passionate about early years learning theories and curriculum and to share this expertise to inspire co-educators to strive for continuous improvement.
* To respond to, the various teaching and learning styles of educators and children.
* To be a positive and enthusiastic mentor and coach to all co-educators, supporting continuous learning and reflection of educators.

**Major and Essential Job Functions:**

**In respect of the Mobile Preschool Service**

* Communicate openly, positively and respectfully with all key stakeholders of the Service.
* Develop and maintain effective and respectful relationships with children, families, Early Childhood Professions and Regulatory Departments.
* Support and implement inclusive practise to ensure that the service is able to support families from a range of cultures, backgrounds, experiences and situations.
* Attend and participate in meetings, conferences and training courses where appropriate.
* Review policies and procedures in consultation with other Educators/staff, families.
* Follow Child Protection guidelines and understand own responsibilities as a Mandatory Reporter.
* Ensure all practices, policies and procedures are in accordance with requirements of the National Quality Framework.
* Ensure regularly updated records of children and families are maintained.
* Maintain confidentiality for all families using the Service.
* Contribute to the overall cleanliness, tidiness, security and safety of the Service, particularly in relation to child/staff ratios and supervision of play areas.
* To reflect on and seek to develop own work performance.
* To assume administrative responsibility at the Service, as delegated.
* Identify, evaluate and make recommendations to the Team Leader Children’s Services.
* To engage in face to face teaching as well as non-teaching tasks that supports the overall operation of the Service.

**In respect of the Children**

* Ensure that the dignity and rights of each child are maintained at all times.
* Communicate positively and openly with children on an ongoing basis.
* Promote and guide positive behaviour.
* Collaborate with children about their interest and maintain and develop nurturing relationships.
* Create a stimulating, positive and appropriate environment to foster and support development.
* Create an environment which ensures trust and security and provides flexible routines and smooth transitions.
* Provide physical care (assisting children in toileting, dressing and mealtimes) and respond to the emotional needs of children.

**In respect of the Education and Care Curriculum**

* Implement and maintain the elements of the National Quality Standards (NQS) including National Regulations, National Law and Early Years Learning Framework (EYLF).
* Effective oral and written communication skills including ability to complete standard forms and written documents.
* Develop, plan and implement a quality Education and Care curriculum in consultation with the Team Leader and educators.
* Maintain up-to-date records for each child within the group.
* To engage in reflective practice and ensure the programs are evaluated and reflective of the service philosophy and objectives.
* To demonstrate enthusiasm and interest when planning and delivering educational curriculum to children.
* Ensure the development, delivery and evaluation of a quality Education and Care Curriculum – ensuring individual children strengths, interests and development are identified.
* Lead the development, delivery and evaluation of quality Educational and Care Curriculum.
* Support and mentor Educators to develop critical thinking and engage in reflective practice.
* Monitor and review the Service Educational curriculum and provide 1:1 support and feedback to Educators.
* Ensure Educators are informed of current practice and theory in quality Educational Curriculum.
* To provide professional support, input and resources on child development/education issues for other Educators.
* Ensure the development, implementation and ongoing maintenance of the Quality Improvement Plan.

**In respect to the Educators/Staff**

* Participate in the recruitment process for new and casual Educators/staff.
* Induct casual Educators/Staff to the Service.
* Develop a team approach and support Educators/staff within the Service to achieve objectives.
* Develop a co-operative, professional relationship, with all Educators/staff and facilitate effective communications, sharing information and working cooperatively with others.
* Apply conflict resolution and problem solving techniques with Educators/staff and families.
* Educators/staff behave in an ethical and professional manner at all times.
* Educators/staff must comply with, and review as required, Children**’**s Services Policies and Procedures.
* Delegate duties as and when required.
* Liaise with Line Management and Educators/Staff.
* Provide leadership in the implementation of the Education and Care Services National Regulations 2011.
* To supervise and support work placement students.
* Organise and conduct regular Educator meetings and attend meetings as directed by Team Leader Children’s Services.

**In respect of the Families**

* Develop respectful relationships with families ensuring privacy and confidentiality is maintained.
* To consult with families on their child’s health and curriculum needs and interests; creating opportunities for meaningful exchanges that supports children’s wellbeing.
* To conduct and participate in parent meetings in relation to their child.
* To support the transition with the enrolment of prospective families into the Service.
* To liaise with families and members of the public in a professional manner.
* To participate in parent fundraising committee meetings (when required).

**Other Functions and Responsibilities**

* Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position
* It is a requirement of employment with Singleton Council that all staff undertake their work in a safe manner which will not harm themselves or others

**Organisational Relationships:**

|  |  |  |
| --- | --- | --- |
| **Within Program Area** | **Within Council** | **External to Council** |
| Children’s Services Team members  Team Leader Children’s Services  Coordinator Community Services | Manager Corporate and Community Services  Other Council staff | Customers  Early Intervention Agencies  Government Departments  Community Organisations |

**Direct and Indirect Reports:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Direct Reports**  **Position Title** | **No** | **Indirect Reports**  **Position Title** |
| 2 | Certificate III Childcare Worker |  | Nil |

**Person Specification:**

***Essential Criteria***

* Relevant qualification of Diploma in Children’s Services or equivalent.
* First Aid Certificate including Asthma and Anaphylaxis; Working with Children Check and working knowledge of Child Protection legislation and regulation.
* Working knowledge of the Education and Care National Regulation and Law 2011, National Quality Framework and Early Years Learning Framework.
* Demonstrated teaching experience of providing high quality care and education for children aged 2-5 years and working with children with additional needs.
* Demonstrated ability to plan, implement and evaluate Early Childhood Curriculum based on National Quality Framework and Early Years Learning Framework.
* Excellent interpersonal, written and verbal communication skills and ability to apply conflict resolution/problem solving techniques.
* Nominated Supervisor experience, including demonstrated ability to lead and mentor staff working with minimal supervision and also as part of a team.
* Driver’s licence

# *Desirable Criteria*

* University Qualification in Early Childhood Education
* Experience in an Early Education and Care Service.
* Ability to meet the requirements of Educational Leader (in accordance with National Quality Framework).
* Effective time management skills.

**VALUES AND BEHAVIOURS**

Singleton Council’s decisions, actions and behaviour are governed by its vision, mission and

values. All employees of Council have an accountability to ensure their work and behaviour is

aligned to these.

**Our Vision**

Singleton. A progressive community of excellence and sustainability.

**Our Mission**

To provide quality services to the community in an efficient and friendly manner encouraging

responsible development.

**Our Values and Behaviours**

1. **Integrity**: We act with commitment, trust and accountability.

2. **Respect**: We are open, honest, inclusive and supportive.

3. **Excellence**: We strive to achieve the highest standards.

4. **Innovation**: We are creative, progressive and strategic.

5. **Enjoyment**: we promote a harmonious, productive and positive workplace.

**Physical Requirement/ Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

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| **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT** | | | | | | | | | | | | | | | |
| **ACTIVITY** | | **FREQUENCY** | | | | | **# OF HOURS A DAY** | | | | | | | | |
|  | | CONTINUOUS | INTERMITTENT | | | INFREQUENT | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sitting | |  | ✓ | | |  | x | |  |  |  |  |  |  |  |
| Walking | | ✓ |  | | |  |  | | x |  |  |  |  |  |  |
| Standing | | ✓ |  | | |  |  | | x |  |  |  |  |  |  |
| Bending | | ✓ |  | | |  | x | |  |  |  |  |  |  |  |
| Squatting | | ✓ |  | | |  | x | |  |  |  |  |  |  |  |
| Climbing | |  |  | | | ✓ |  | |  |  |  |  |  |  |  |
| Kneeling | |  | ✓ | | |  |  | |  |  |  |  |  |  |  |
| Twisting | |  | ✓ | | |  |  | |  |  |  |  |  |  |  |
| Lifting | |  | ✓ | | |  | x | |  |  |  |  |  |  |  |
| Swimming | |  |  | | |  |  | |  |  |  |  |  |  |  |
| Driving | |  | ✓ | | |  | x | |  |  |  |  |  |  |  |
| Is there any requirement for manually lifting loads up to: | | | 5kg 10kg 🗹 15kg 20kg  25kg >30kg >40kg | | | | | | | | | | | | |
| Hand Manipulation Required? | | | 🗹 YES NO ***(If YES, complete questions below)*** | | | | | | | | | | | | |
| Repetitive Hand Movements? | | | 🗹 YES NO | | | | | | | | | | | | |
| Simple Grasping? | | | **Right Hand**  🗹 YES NO | | | | | **Left Hand**  🗹 YES NO | | | | | | | |
| Power Grasping? | | | **Right Hand**  YES 🗹 NO | | | | | **Left Hand**  YES 🗹 NO | | | | | | | |
| Pushing Pulling? | | | **Right Hand**  🗹 YES NO | | | | | **Left Hand**  🗹 YES NO | | | | | | | |
| Fine Manipulation? | | | **Right Hand**  YES 🗹 NO | | | | | **Left Hand**  YES 🗹 NO | | | | | | | |
| **Tick if these are requirements of the position:** | | | | | | | | | | | | | | | |
|  | Operating mobile plant | | |  | Working with paints, solvents, oil, grease | | | | | | | | | | |
| ✓ | Light repetitive handling | | | ✓ | Cold environment | | | | | | | | | | |
|  | Dog/cat control | | |  | Climbing, working at heights | | | | | | | | | | |
|  | Cattle, sheep handling | | |  | Confined spaces work | | | | | | | | | | |
|  | Native Animal, reptile handling | | | ✓ | Customer contact | | | | | | | | | | |
|  | Garbage collection | | | ✓ | Screen based work (intermittent) | | | | | | | | | | |
|  | Office, toilet cleaning | | |  | Screen based work (constant) | | | | | | | | | | |
| ✓ | UV exposed | | | ✓ | Clerical deadlines | | | | | | | | | | |
|  | Herbicide/Pesticide use | | | ✓ | Supervisory – clerical, planning, deadlines | | | | | | | | | | |
|  | Cooking | | |  | Building trades work | | | | | | | | | | |
| ✓ | Walking on Slopes / Hills / Gradients | | |  | Motor trades work | | | | | | | | | | |
| ✓ | Walking on uneven surfaces | | | ✓ | Child care | | | | | | | | | | |
|  | Working with bitumen | | |  | Hospitality | | | | | | | | | | |
|  | Working with concrete | | |  | Exposure to dust or fumes | | | | | | | | | | |

**Skills Progress on and Assessment Record:**

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| --- | --- | --- | --- |
| **Position:** | Supervisor Mobile Preschool | **Occupant:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Skills Progression Requirements:**   * Achieved Step | **Salary Step** | **N/A** | **1** | **2** | **3** | **4** |
| Demonstrated ability to provide high quality care and education for children 2-5 years, including those with additional needs | 1 |  |  |  |  |  |
| Demonstrated application of the Education and Care National Regulation and Law 2011, National Quality Framework and Early Years Framework | 1 |  |  |  |  |  |
| Demonstrated ability to plan, implement and evaluate Early Childhood Curriculum | 1 |  |  |  |  |  |
| Demonstrated understanding of Child Protection legislation and regulations | 1 |  |  |  |  |  |
| Demonstrated ability to supervise staff, work with minimal supervision and as part of a team | 1 |  |  |  |  |  |
| Demonstrated ability to lead the development of a high quality and diverse educational program | 2 |  |  |  |  |  |
| Demonstrated ability to provide support to the professional development of individual staff | 2 |  |  |  |  |  |
| Demonstrated ability to manage the physical environment of the service, ensuring all outdoor and indoor areas, and equipment is suitable for purpose and well maintained | 2 |  |  |  |  |  |
| Demonstrated ability to lead the development and maintenance of the service Quality Improvement Plan | 2 |  |  |  |  |  |
| Demonstrated ability to communicate skills through the provision of information to staff and families | 2 |  |  |  |  |  |
| Demonstrated ability to lead the team of educators to actively support every child to participate in the program and ensure that the program promotes children’s agency, choices and influence | 3 |  |  |  |  |  |
| Demonstrated ability to maintain respectful, supportive, collaborative and responsive relationships with children and their families | 3 |  |  |  |  |  |
| Demonstrated ability to build and maintain strong links with local networks, resource agencies and other relevant organisations | 3 |  |  |  |  |  |
| Demonstrated ability to conduct staff performance reviews, 1:1 catch-ups, recruitment, induction of staff | 3 |  |  |  |  |  |
| Demonstrated ability to lead and promote understanding of legislative requirements and curriculum framework documents within the Service community | 3 |  |  |  |  |  |
| Demonstrated ability to support Educators in utilising a variety of teaching strategies, including intentional teaching and reflective practice in their daily work | 4 |  |  |  |  |  |
| Demonstrated ability to ensure all staff respect resources and practices are sustainable, ensuring expenditure is within budget allocations | 4 |  |  |  |  |  |
| Demonstrated ability to ensure all practices of all educators are in accordance with legislative requirements and reflect the philosophy, policies and procedures of the Service | 4 |  |  |  |  |  |
| Demonstrate active management of staff related matters and/or performance management | 4 |  |  |  |  |  |
| Undertake the Team Leaders duties during absence (as required) | 4 |  |  |  |  |  |

**Sign Off:**

*I agree to work in accordance with the requirements and expectations outlined in this position description.*

Job Holder Name Signature Date

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**COMMENTS ON EMPLOYEE’S ATTITUDE AND APPLICATION TO WORK:**

**EMPLOYEE’S COMMENTS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER/SUPERVISOR’S COMMENTS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTOR/EXECUTIVE MANAGER’S COMMENTS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** | Supervisor Mobile Preschool | **Occupant:** |  |

|  |  |
| --- | --- |
| **Skills Review Year** (e.g. 2010): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Skills Assessment** | **1** | **2** | **3** | **4** |
| Total number of skills at each salary step = |  |  |  |  |
| Number of skills not applicable at each salary step = |  |  |  |  |
| Number of skills achieved at each salary step = |  |  |  |  |
| Number of skills not achieved at each salary step = |  |  |  |  |
| * **Proposed Salary Step Placement** |  |  |  |  |